**SHIREBROOK SENIOR ACADEMY COVID-19 RISK ASSESSMENT –Revised 15th March 2021**

## Premises: SHIREBROOK Senior Academy

**Work Activity**: 8th March 2021 – all students to return to school

**Assessor(s**): J. Sanigar/M. Arthur/ G. Shore/ M. Cottingham

**Review date:** Daily by Principals; Weekly by Estates/HR/ACET SLT

**In compliance with government guidance, from the 8th March 2021, Shirebrook Senior Academy will re-open to all students, ensuring effective infection protection and control measures are in place to support students, staff and parents/carers.**

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| **1. Factors to consider** | **2. Who**  **might be**  **harmed?**  | **3. Control measures at present** | **4. Further action required (if any)** |
| **Staff & Student Attendance** |
| Students and staff attending the academy are healthy and safe to do so.  | Students & staff | * All children are expected to attend school to minimise, as far as

 possible, the longer-term impact of the pandemic on their education,  well-being and wider development. The usual rules on academy  attendance will apply as outlined in the attendance policy. * Re-engagement plans in place for students who are at risk of not attending who were: persistent absentees prior to the pandemic; disadvantaged or vulnerable; not engaging regularly in remote learning.
* Children, staff, parents/carers or visitors will not enter academy premises if they or anyone in their household are displaying symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection).
* If anyone in the academy becomes unwell with a new, continuous cough or high temperature or has a loss of, or change in their normal sense of taste or smell they will be sent home and advised to follow ‘Stay at home guidance.’ They must self-isolate and arrange to have a PCR test. If they test positive, they must self-isolate for 10 days after the day of first symptoms and anyone who has been in close contact with them in school will be advised to self-isolate for 10 days after the last day of contact with them.
* Some students may remain under the care of a specialist health professional and may not be able to attend. These students will require access to remote learning.
* Clinically extremely vulnerable (CEV) staff who previously received a letter from the government advising them to shield must work from home until 31st March 2021. Only CEV staff with a letter from their GP confirming they are safe to work in the academy may do so.
* Clinically vulnerable staff are able to attend work as required, and if they are working in the academy should be especially careful to follow the rules and maintain social distancing. Staff should refer to government guidance and speak with HR personnel to discuss their individual circumstances if they are concerned.
* Staff who are in their third trimester of pregnancy should work from home. Staff should refer to government guidance and speak with HR personnel to discuss their individual circumstances.
* Staff who are pregnant will have an individual risk assessment, in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).
* Staff who live with family members who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.
* Supply/peripatetic staff to be only engaged when critical to the running of the academy, with every effort being made to deploy the same individuals consistently, to minimise the number of visitors to the academy
* Supply/peripatetic staff to be issued with a copy of the risk assessment and a summary of procedures prior to commencing work
* Supply/peripatetic staff advised to take particular care to maintain social distancing from other staff and students
* Short term supply staff to complete self-declaration form on arrival, including basic contact details to comply with test and trace
* Long term supply staff (who do not work in other schools/academies) to follow guidance as though they are ACET employed staff.
 | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>[Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)www.[gov.uk/guidance/coronavirus-covid-19-getting-tested](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested?gclid=EAIaIQobChMI7eeuto626gIVmpntCh1iBQrnEAAYASAAEgJH8_D_BwE)<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works><https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19><https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>https://w<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>(School COVID-19 Operational Guidance (applies from 8March)  ww.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employeesStaff should speak with HR representatives if they have concerns. |
| Up-to-date information held by HR. | Students & staff | * Staff to update HR if they are clinically extremely vulnerable or in their third trimester and unable to attend work from 08.03.21
 | * Email communication via HR personnel

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| Child displaying Covid-19 symptoms awaiting collection.  | Students & staff | * Where a student or member of staff displays symptoms of COVID-19, the student/staff must be sent home.
* If awaiting collection, the student will be isolated from any other students or staff, in the designated room in the main atrium next to the main entrance (with supervision). If the student cannot be isolated, they should be moved to an area at least two metres away from other people. Should the child need to use a bathroom while waiting to be collected, they should use a separate toilet area if possible.
* PPE (a disposable medical grade facemask, wipe-able face shield, disposable apron, disposable vinyl gloves) should be worn by the member of staff caring for the child.
* Staff who have helped anyone displaying symptoms do not need to isolate unless they develop symptoms themselves, or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.
* Isolation area to be thoroughly cleaned once the student has been collected and any reading materials quarantined.
 | * Student to access a different toilet area to other students if they need it.
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| Outbreak of positive cases | Students & staff | * Where there are 2 or more confirmed cases within the academy within 14 days, principals to liaise with ACET Estates Team to identify any additional measures which need to be taken.
* Estates Team to liaise with DfE helpline 0800 0468687.
 | <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> |
| Student/staff have recently visited countries outside of the Common Travel Area. | Students & staff | * Any students or staff who have recently visited countries outside of the Common Travel Area must quarantine for 10 days.
 | <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> |
| Student/Staff testing to prevent the spread of infection | Students & staff | * Lateral Flow Device testing twice weekly – optional for all staff.
* Supply Staff, Peripatetic Staff and Trainee teachers on placement to be offered coronavirus testing in the same way other academy staff are.
* Students to be offered testing on their return to the academy. If students receive a negative LFD test result they will return to class. If they receive a positive LFD test result they will need to self-isolate in line with the guidance for households with possible coronavirus infection. Three tests will be offered in total within 3-5 days of each other. After three tests students will be offered LFD home testing kits to be completed twice each week.
 | See separate ACET Senior Academy Testing Risk Assessment – updated March 2021<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges><https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>(School COVID-19 Operational Guidance (applies from 8March) |
| Redeployment of staff | Staff | * Any changes to the deployment of existing staff should be discussed with the individual and HR. All parties must agree to any proposed changes in role or responsibility to ensure staff have the appropriate skills, expertise and experience to carry out the role. Safe ratios must be adhered to and where specified, training undertaken.
* Staff who are not teachers may be deployed to lead groups or cover lessons under the direction and supervision of a qualified teacher.
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| **Social Distancing** |
| Students/staff interaction to be limited to class groupings/bubbles. | Students & staff | Students* Identified, planned route into the academy – students directed by staff. 2m distance markings on pathways.
* Student groupings must have a designated exit/entrance to the academy and outside areas.
* Students to be encouraged to maintain distance and not touch staff and visual reminders in classrooms to be referred to at the start of each day as a teaching point.
* Students to remain in year group sized bubbles throughout the day. Year group bubbles to remain separated from each other including during breaks and lunchtimes.
* Staff moving between classes and year groups to keep their distance from students and other staff as much as they can, ideally 2m from other adults and students. Staff to avoid close face to face contact and minimise time spent within 1metre of anyone.
* In class students sit next to each other, side by side, rather than face to face, facing forwards with the exception of ICT rooms 1,2,3 & Technology room 3a where students face each other but are separated by wood and Perspex barriers between PCs. Also in technology rooms 3 and 4 work benches designed for four students now only have two students per bench and in CR the booths are facing forward with every other booth out of use.
* Unnecessary furniture has been removed in order to facilitate students’ seating arrangements.
* Students to stay in the same classroom for the majority of the day in order to reduce movement around the academy. Students may move to specialist teaching rooms, for example, for PE or certain option subjects for students in KS4. Students will be encouraged to work from the same desk throughout the day and seating plans will be used to reinforce this.
* Outside areas to be zoned for different year groups of students to use throughout the day.
* Staggered breaks to minimise the risk of contact between year groups. More than one group of students may be outside at the same time in separate zoned areas.
* Staggered lunchtimes to reduce the proportion of students moving at the same time at the beginnings and end of lunchtimes and in order that only one year group in a specific dining area at any one time. Tables to be wiped down between year groupings. Hot food will be available.
* Students to follow planned routines for accessing designated toilets in order to limit student numbers in a toilet area at any time and the sharing of facilities between year groups.
* Social distancing visual reminders in classrooms referred to at the start of each day as a teaching point.
* Assemblies are delivered in class groupings or remotely.
* Meetings and training sessions involving staff to be delivered remotely via google meet wherever possible or socially distanced with staff wearing face coverings.
* Governors/Trustees meetings to be delivered remotely by google meet.
* Principals should plan to alleviate busy corridors. Where necessary, one-way routes can be used but this is not compulsory if student traffic can be minimised. Students informed of corridor routes where one-way movement is in place.
 | * Addendum to be added to ‘Behaviour & Rewards Policy’ relating to students COVID-19.
* Risk assessment to be completed for any vulnerable students in need of 1:1 support. Discussions with parents/carers/external agencies to mitigate risk.
* Principal to liaise with the cook on site re. timetable of lunch sittings. Information shared with staff.
* Principals to liaise with premises manager to zone the playground to establish the maximum number of groups who can be outside at any given point.
* Entrances/exits shared at staff briefing prior to 08.03.21
* Students to be made fully aware of toilet arrangements. Principals to make arrangements for students with additional needs, e.g. braille.
* Principals to locate signs in all rooms where groups of students will be working.
* Staff informed of any changes to movement direction. Signage to support.
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|  | Students & staff | * Staff to be notified of any updates to the risk assessment by the Principal.
* In the event of staff absence, Principal/SLT will consult with staff at the earliest opportunity to arrange cover.
* 2m markings outside main office area to support staff arriving & signing in at the start of the day.
* Staff and students to wash hands for 20 seconds with soap and running water or apply hand sanitiser on arrival.
* Staff and students to wear face coverings in all public areas within the academy and classrooms/shared work spaces where 2m distance cannot be maintained. Students are exempt from wearing face coverings during PE and other Sports activities. Staff may also wear transparent face coverings (not visors) to aid communication with someone who relies on lip reading, clear sound or facial expression to communicate. Individuals who may be exempt from wearing face coverings e.g. due to a specific medical condition should discuss this with a member of the HR Team or the Principal.
* Routes through the academy to be planned and where a safe social distance cannot be implemented on corridors, one-way systems to be implemented.
* Staff to be responsible for reporting any concerns or issues arising to the Principal.
* Staff breaks to be staggered ensuring staffroom areas enable social distancing.
* Staff leaving the premises at lunchtime must ensure social distancing measures are adhered to when out in public areas.
* Premises/IT Teams to support movement of monitors/work stations to ensure 2m distancing in office spaces.
 | * Brief, transitory contact such as passing in a corridor is low risk.
* Risk assessment reviewed by Principal daily in light of issues reported by staff. Concerns documented, attached to risk assessment and feedback provided to staff informing them of action taken. Actions shared with Estates Team/ACET SLT.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/954690/Infection\_Prevention\_and\_Control\_Guidance\_January\_2021.pdf<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>(School COVID-19 Operational Guidance (applies from 8March)<https://www.gov.uk/government/publications/face-coverings-in-education> |
| Students/parents/carers/staff | Parents/Carers* Parents/carers notified by the academy of any updates to the risk assessment.
* Planned routes for parents/carers to drop-off/collect their child/ren without entering the academy building.
* Principal to remind parents/carers of social distancing requirements at the academy gate/s and disperse any gatherings on the premises.
* Signage and floor markings to encourage social distancing outside the main office area – one parent in the office at any time.
* Parents/carers encouraged to pay for lunches via the online payment system.
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| Students/staff & visitors | Visitors* Delivery visitors to follow social distancing measures in main office area
* All visitors must wear face coverings and be asked to apply hand sanitiser when entering the building.
* Specialists/Therapists and other support staff for students with SEND should provide interventions as usual. Cleaning of areas with anti-bac spray following intervention with each student.
* For other visitors such as contractors, visits should be made out of academy hours where possible. They should wear face coverings at all times when inside the building.
* Risk assessment shared with any visitor entering the academy building.
* All visitors to sign in and provide contact details for track and trace.
* All visitors to wear face coverings at all times whilst in the academy building.
* Volunteers and trainees are able to attend the academy provided they follow Covid-19 government guidance and our risk assessment.
 | * Office staff to alert the Principal should any difficulties with visitors arise.
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| **Hygiene and Hand Washing Routines** |
| Academy environment to be clean and hygienic. | Students & staff | * Students/staff to sanitise or wash their hands for 20 seconds with soap and water and dry them thoroughly on arrival at the academy, before and after eating and after sneezing or coughing.
* Children who have difficulty cleaning their hands independently to be identified and receive additional support, including students identified with complex SEND.
* Each year group will be assigned a toilet area.
* Students reminded daily not to touch their mouth, eyes or nose.
* Students encouraged to use tissues or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’).
* Signage for visual prompts and reminders in student toilet areas.
* Surfaces that students touch such as desks/books/toys/door handles/ chairs/bannisters to be cleaned more frequently (increased cleaning hours each day).
* Toilets cleaned following lunchtime break, once all students are back in class.
* Staff to wipe any landline telephone handset/photocopier keypads with sanitising wipes after use.
* Any staff who have a role which involves handling money should wear disposable gloves when doing so.
* Bins containing tissues to be emptied throughout the day and double bagged if staff suspect bins contain waste from a student/staff member displaying COVID-19 symptoms. Any suspected contaminated waste should be kept secure for 72 hours before being disposed of with normal waste.
* To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • rearranging furniture where possible to avoid direct drafts. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
* Air conditioning units can still be used when required providing there is a window/door open to provide ventilation.
* Doors to be wedged open to limit students/staff touching handles/push plates (with the exception of fire doors).
* Staff not permitted to bring in their own personal cleaning products.
 | * All staff to follow the [‘COVID-19: Cleaning of Non-Healthcare Settings’ guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
* See further guidance ‘[Coronavirus-COVID-19 Information for the Public’.](https://www.gov.uk/coronavirus)
* Principal to ensure all toilet areas have signage present.
* Principal/ premises manager to inform their academy Estates Lead when hand washing products are running low.
* Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day. Cleaner to regularly check stocks throughout the day.
* Principal to contact Estates Lead and ACET SLT immediately if there are any suspected or confirmed cases of COVID-19 among students or staff.
* [Safe working in education, childcare and children’s social care - GOV.UK](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care)
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| **Equipment & Resources**  |
| Equipment and resources used by students and staff are clean and safe to use.  | Students & staff | Students* Students use their own stationery items and do not share with others.
* Classroom based resources can be shared within the bubble but should be cleaned regularly.
* Resources shared between bubbles, such as sports, art, music, DT and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be unused an out of reach for a period of 48 hours (72 hours if plastic) between use by different bubbles.
* Outdoor equipment to be cleaned regularly.
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|  |  | Staff* All staff to bring their own cutlery/crockery/utensils used for personal use and take home each day, ensuring that any such items are not left in classrooms or shared spaces during the day or overnight.
* Unnecessary furniture items have been removed from classrooms and other learning environments.
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| **Personal Protective Equipment**  |
| Student/staff interaction where distance of 2m can be maintained throughout  | Students & staff | * Full adherence to hand and respiratory hygiene protocols.
* No additional PPE required beyond what would usually be worn for any given task.
* Face coverings to be worn by all students and staff in public areas and classrooms/shared work spaces.
 | * Ordering of PPE equipment in advance of it being required.
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| Student/staff interaction where momentary physical contact is required or where a safe 2m distance cannot be maintained for adults moving between groups.  | Students & staff | * Full adherence to hand and respiratory hygiene protocols.
* Surgical facemask will be worn by member of staff. Sessional use is adequate in these circumstances.
* Staff are discouraged from physical intervention if students are fighting. De-escalation techniques should be used to try and calm situations. If the situation escalates then staff must wear PPE if restraint is required.
 | * Principals to assess the risk on an individual student basis – where necessary, students to have their own risk assessment which is shared with parents/carers and staff.
* Students with specific medical needs which require close support (e.g. diabetes) have been identified and staff are aware of the requirement to wear PPE.
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| Close physical/intimate contact is required between student/staff.  |  | * Staff fully adhere to hand and respiratory hygiene protocols.
* PPE required - disposable gloves, disposable apron, sessional surgical facemask (include eye protection if student is coughing or sneezing) to be worn.
* ‘Donning and doffing’ according to standard protocols (see Public Health England guidance) – staff will follow this guidance.
* Disposing of clinical waste appropriately. Should any waste be from an individual suspected of having COVID-19 symptoms inform the Estates Team immediately and;

1) Put the waste in a plastic rubbish bag which should be tied when full.2) The plastic bag should then be placed in a second bag and tied.3) It should be put in a suitable and secure place and marked for storage until the individual’s test results are known. Waste will be stored safely and kept away from children. Waste should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.-If the individual tests negative, this can be put in with the normal waste.-If the individual tests positive, then store it for at least 72 hours and put in with normal waste.If storage of waste for 72 hours is not possible, premises staff should liaise with the Estates Team for further guidance relating to arranging a collection for Category B infectious waste.  | See guidance at* [‘Guide to Donning and Doffing Standard PPE’](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf) to be shared with all staff using PPE.
* Anyone who is symptomatic should not be in a childcare or school setting. However if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of serious injury. If that child were coughing or spitting, this should include eye protection.
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| Life-threatening emergency first-aid situation | Students & staff | * Lead First Aiders (Julie McDonald, Natalie Langrick and Tanya Mason) alerted immediately who will assess the casualty /situation and call an ambulance.
* SLT will be informed when casualty assessed and after emergency services have been contacted.
* Review risk assessments for students with life-threatening conditions (e.g. anaphylactic shock) and ensure any life-saving medication/equipment is located/accessible to the group/room where they are based. One complete set of PPE to be carried with the student’s epi-pen in the academy.
* One complete set of PPE (apron/gloves/mask) will be carried by Lead First Aiders.
* Government guidance followed by Lead First Aid staff.
* For CPR emergency dynamic or on the spot risk assessment carried out.
* Emergency services contacted immediately.
* Resuscitation shield used where available if mouth-mouth being carried out.
 | * Staff briefing – reminders of students at risk – those who carry epi-pens.

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm> |
| Caretakers and cleaners undertaking cleaning duties.

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 | Students & staff | * Government guidance will be followed in relation to cleaning and disposal of PPE.
* If there is a confirmed case of COVID-19 and there is a risk the individual has left a splash of bodily fluids, cleaning staff to follow government guidance.
 | * Mask/visor not required if someone with COVID-19 has passed through if there is no risk of splash of bodily fluids. Area can be cleaned immediately if there is no risk of bodily fluids having been splashed
* <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
* ‘COVID-[19: Cleaning of Non-Healthcare Settings’ guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)
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| Student becomes upset as a result of staff wearing PPE. | Students & staff | * Where a risk assessment is in place for individual students, parents/carers have been asked to support with explaining the use of PPE to their child.
* Staff to show the student the equipment and explain the situation before wearing the PPE.
 | * If a student is over-anxious about the use of PPE, Principal to discuss the situation with parents/carers and review the individual risk assessment.
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| Adequate provision & storage of PPE. | Students & staff | * Principals will liaise with the Estates Team in order to organise provision of PPE.
* PPE to be stored with First Aid equipment. The Principal should take responsibility for a weekly stock-take.
* Single-use face masks to be disposed of after each use.
* Safety goggles to be disinfected after each use.
* Aprons/gloves to be disposed of with medical waste.
 | * Where a child has an individual risk assessment in place, the parent must be aware that should PPE not be available on site, staff will not be able to provide intimate care arrangements. Principals need to review the administration arrangements for any student in need of liquid medication or applied creams.
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| **Curriculum Activities**  |
| Limit high-risk activities.  | Students & staff | * Individual and very frequently used equipment such as pencils will not be shared – all students and staff should have their own.
* Classroom-based resources can be shared within the grouping.
* Resources that are shared between groupings should be cleaned frequently and always between different groupings using them, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).
* Outdoor play equipment can be used but will be cleaned between groupings. This includes equipment used during breakfast and after school clubs.
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| Curriculum offer is broad and balanced | Students & staff | * Students participating in Music, Dance and Drama group activities should maintain a distance of 2m between themselves and their teacher at all times and adhere to guidance on safe delivery of performing arts.
* Singing, chanting, playing wind or brass instruments or shouting should not take place in large groups such as academy choirs and ensembles or assemblies.
* In Music where singing and playing instruments are an essential part of an examined course these activities should be restricted to small groups of no more than 15 in larger spaces or outside where sufficient physical distancing is possible. In this instance students should be positioned back-to-back or side-to-side, avoiding sharing instruments, and ensuring good ventilation at all times.
* Peripatetic Music teachers attending the academy must maintain social distancing at all times and adhere to all hygiene protocols that the academy has in place. In addition, they will need to wear face coverings at all times. Lessons must be delivered in well ventilated rooms maintaining at least 2m social distancing at all times. Where possible lessons should be delivered virtually via GSuite.
* In PE no contact sports and equipment to be thoroughly cleaned between use by different groups. Where possible outdoor sports should be prioritised or large indoor spaces where distance between students is maximised. Physical activity in school to be delivered in line with government guidance-see separate PE Risk Assessment.
* In Science restrict practical activities to demonstrations by the class teacher-see separate Science Risk Assessment.
* In DT restrict practical activities to demonstrations by the class teacher unless there is a compulsory practical component of an externally examined course and then an individual risk assessment will need to be completed prior to the practical activity taking place-see separate DT Risk Assessment.
* A remote learning contingency plan is in place to ensure students not able to attend the academy are able to continue their learning at home.
 | <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>* For further guidance on the phased return of sport and recreation

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>* ACET Remote Learning Policy can be accessed through each academy website.
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| Students with SEND | Students | * Some students with SEND will need specific help and preparation for the changes to routine. Teachers and SENDCos should plan to meet these needs, for example, through social stories.
* Appropriate support should remain in place for students with SEND – any redeployment of staff should not be made at the expense of supporting SEND students.
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| Visits & visitors | Students & staff | * Educational visits will not be taking place – this decision will be review at the end of Half Term 5.
* Peripatetic music staff and medical staff can move between educational sites provided they follow sign in procedures, follow hand hygiene protocols and wear face coverings.
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| **Training & Support**  |
| Pastoral support for students and staff on return to school / setting regarding bereavement / loss / trauma and impact of the new normal. | Students & staff | * Academy leaders to ensure all staff and students understand the measures that are in place to protect them.
* Academy leaders to ensure staff and students are aware of the additional mental health support available to them. Principal to ensure students/staff/parents/carers are aware of the support available through the trust and Local Authority.
* Support from ACET commissioned services to be readily available to all ACET employees.
* Staff reminded through email communication and briefings of the need to speak out and seek support.
 | https[://www.gov.uk/government/news/8m-programme-to-boost-student-and-teacher-wellbeing](file:///C%3A%5CUsers%5CMCottingham%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CDownloads%5CREVISED%20JUNIOR%20RA%209th%20SEPT%202020.doc)[https://www.gov.uk/government/news/extra-mental-health-support-for-students-and-teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers) |
| Access to COVID-19 testing | Students & staff | * Anyone can get a PCR test if they are displaying symptoms.
* Students and staff who are asymptomatic have access to twice-weekly LFT testing either in the academy or using the test-at-home kits
* Staff displaying symptoms or otherwise needing to book a PCR test are advised to use the quickest option available to them.  Appointments at drive-through testing centres or postal test at home kits should be booked at:

 <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  * Principals to provide emergency test kit if parent/carers are unable to obtain a testing kit for a child displaying symptoms.
* Principal to ensure staff/parents/carers inform them immediately of the results of a test
* Principal to inform Estates Team immediately if a student/member of staff has tested positively. They will then support with contacting the Local Health Protection Team.
* Staff/students who test negative can return to the academy providing they feel well, do not have confirmed coronavirus case in their household and have not been told to self-isolate by the NHS Test and Trace.
 | <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges><https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>[Contacts: PHE health protection teams - GOV.UK](https://www.gov.uk/guidance/contacts-phe-health-protection-teams)<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/> |
| Staff fully trained in safe disposal of PPE. | Students & staff | * Handling of medical waste training for all appropriate staff.
 | * Estates Team to liaise with Principals and provide training as required.
 |
| **Other Considerations** |
| Fire drill and lock down procedures. | Students & staff | * Fire drill procedures, incorporating social distancing measures, have been shared with staff and students
* Fire drill to take place w/c 15.3.21 and each half-term
* Lock down procedures have been reviewed and staff and year groups have been briefed about arrangements for this.
 | * Class fire drill points have been reviewed and re-aligned as necessary.
 |
| Staff and student travel to work. | Students & staff | * Staff have been advised not to car share.
* Staff and students have been advised to use alternative forms of transport to public transport or designated school transport wherever possible e.g. cycling or walking where possible.
* Where public or designated school transport is an essential use, students have been advised not to board home to school transport if they, or a member of their household, has symptoms of coronavirus.
* Where public or designated school transport is an essential use, staff and students have been advised to maintain a social distance of 2m from people outside their household.
* Where students are accessing public or designated school transport organised queuing and boarding measures have been put in place.
* Staff and students have also been advised that they need to wear a face mask or face covering on public or school designated transport. They will be advised not to touch the front of the face covering during use or when removing.
 | See guidance at* [Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)
 |
| Students’ personal belongings | Students & staff | * Students should still limit the equipment they bring into the academy to include only essentials such as lunch bag/ coat/books/mobile phone.
* Bags are allowed.
 |  |
| Taking home shared resources | Students & staff | * Students and staff can take home books and other shared resources although unnecessary sharing should be avoided if it has no educational benefit.
* Resources must be cleaned when they are returned to the academy, particularly if the resources are to be used by other student groupings.
* Where appropriate homework should be submitted online to avoid the use of handling books etc.
 |  |
| Uniform | Students & staff | * It will be compulsory for all students to be wearing full uniform. Any parents/carers struggling to obtain uniform items or in financial difficulty should liaise with the Principal.
* Uniform items, including PE uniform, will not be loaned out due to risk of cross-contamination.
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