

Oasis Risk Management Framework for Opening in September 2020

Updated January 2021 due to National Lockdown and the transmissibility of the new COVID variant.

| Risk Area for Consideration | Management Arrangements | Is this now in place Y or N | Detail Any Further Action Needed | Exec RAG Red or Green |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p>Link to Government Guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> | | | | |
| CAPACITY MANAGEMENT /STAFFING | | | | |
| <p>How many staff are not yet on site? How many of these do you expect to be on site by September?</p> | <p>All staff will be on site in September. 1 member of staff will be back on a phased return following long-term absence. 2 members of staff are pregnant in their third trimester. One is going on maternity leave on the 18th September and one on the 11th. They will have new risk assessments conducted in the first week back as per the email from LGo on 20.08.20. 3 new staff who have been inducted virtually. Jan 2021 Update: 1 member of staff will not be on site as she is pregnant and in her 3rd Trimester.</p> | Y | <p>This will need continual review due to the nature of the pandemic and any other daily absence due to general illness. Daily absence reporting procedures are in place and this information and all necessary rotas will be updated as required.</p> | |

| | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>How many staff are still shielding/ are clinically extremely vulnerable (CEV)?</p> <p>How many staff are clinically vulnerable (CV) BAME/age/pregnant/ underlying health condition?</p> <p>How many staff do not have physical health related conditions or other vulnerabilities but who remain anxious about returning?</p> | <ul style="list-style-type: none"> • Only 1 member of staff is clinically extremely vulnerable but she has requested to be at work. • Clinically vulnerable: 7 • Pregnant: 2 • Furloughed: 9 (Leisure Club) Due to be unfurloughed on 1.09.20 • Age: No one is over 70 • BAME staff: 2 • 5 members of staff will be nervous about returning as their partners are classed as CV or CEV. • 2 members of staff have not been in Wintringham since before Lockdown and may need support. One is being support by their line manager and the other by HR. • 24.08.20: All staff will be expected to wear a face covering and all students to wear a face mask when moving around the building. This will help the more anxious staff. • Jan 2021 Update: <ul style="list-style-type: none"> - 1 member of staff is CEV and she has requested to work. - CV = 7 - Pregnant = 1 - Furloughed = 9 (Leisure Club staff) - Age = 0 over 70 | <p>Y</p> | <p>Continue to monitor the government advice. Act on any new information which may come to our attention.</p> <p>Individual conversations with members of staff who have previously been shielding to discuss any concerns.</p> <p>Make staff aware about the face coverings during training day on 01.09.20. Make parents aware asap once it has been confirmed.</p> | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| | | | | |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <ul style="list-style-type: none"> Quite a number of staff will be anxious due to the transmissibility of the new variant. | | | |
| Of these staff who is likely not to be on site by September? What is your management approach to these staff? | <ul style="list-style-type: none"> Two of the pregnant ladies will be returning in September. Maternity leave starts on the 11.09.20 and the 18.09.20. Jan 2021 Update: Only 1 member of staff will not be on the rota due to being pregnant. | Y | Continue to take advice from the PD team and work with staff. This will need continual monitoring. | |
| What is the staff mood about returning? (Survey) If there are concerns amongst staff what could you do to manage these? | <ul style="list-style-type: none"> There is a mixed mood, those who are CV seem a bit nervous but others are very keen to get back to work. We will continue to manage this around our ethos with relationships being at the heart of everything we do. The staff survey was very positive. There were a couple of concerns regarding behaviour and a few staff who asked for counselling which I will be sharing details of how they can access it on training day so that they feel supported. Jan 2021 Update: In the first Health and Safety meeting of the new year (05.01.21), the union reps reported that staff were | Y | Continue to communicate as effectively as possible through daily updates, staff briefing and through effective line management. Staff survey completed following staff briefing on 20.07.20. The main things that people seem nervous about are behaviour and this will be addressed on September training days. | |

| | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <p>happy and felt that we cared about them and were pleased with the controls that we had put in place in ensuring the 2 metre rule at all time. They were also pleased that we were considerate to workload and to the change in people's circumstances. We have encouraged all line managers to check on their staff and feedback through the weekly SLM meetings. We are now encouraging cameras on during whole staff briefings and asking them to let us know how they are feeling in these meetings and encouraging Q & A sessions.</p> | | | |
| <p>Are you fully recruited for September? If not where are the vacancies?</p> | <p>Yes, however, we have supply in drama to cover maternity leave.</p> | Y | <p>Monitor the effectiveness of the supply in drama to ensure that it is up to the required standard. If not, work with the agencies to recruit another teacher asap.</p> | |
| <p>These questions will appear in other sections, but are here as they relate to staff..</p> <ul style="list-style-type: none"> Do you have sufficient cleaning staff including daytime cleaners? | <ul style="list-style-type: none"> 2 full time cleaners in place for September. Mental Health First Aid trained: 17 Two counsellors who work one day a week each. Grief and Loss Trained: 7 | Y | <p>Meeting on 14.07.20. Key points:</p> <ul style="list-style-type: none"> Bins, Sanitiser, barriers, cleaning spray and cloths ordered. Fridges, kettles and microwaves ordered for each year base. Cleaning schedule discussed and the importance of the two | |

| | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> • What is your capacity in mental health first aid and in counselling? • Are staff in your academy trained in grief and loss? | | | <p>cleaners sticking to their own bubble.</p> <ul style="list-style-type: none"> - All classrooms to be set up with chairs and tables facing forwards by 31.07.20. Done. - Container ordered to store furniture no being used. Arrived. - Dining room furniture ordered through P & E. Arrived. - Visors ordered for staff moving through bubbles. Done. - Meeting with Gem, JCa and SBr on 17.07.20 to walk round the building and finalise plans. - Toilets to be checked as all will be in use. - Board room and teaching and learning room to be converted. - Bells to be switched off. - Codes on lockers to be reconfigured. <p>24.08.20: Directive from OCL – Hand sanitiser will be available at key points around the building.</p> | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | | |
| | Capacity for remote learning | | | |
| <p>Have you planned for remote learning if there is a local lockdown?</p> <p>In the event of a bubble/year group/whole academy lockdown, do you know how many additional devices per the different circumstances (partial/whole lockdown) you would need to be able to switch to remote learning immediately?</p> | <p>Yes</p> <p>In the event of any lockdown we are all set up for remote learning. All staff who need devices have them. Website is set up so that the virtual school can continue as it is. Live lessons are recorded and can be played on mobile phones so that students who don't have access to laptops can watch them on their phones. Work packs are produced weekly and delivered to those students who don't have access to IT devices and this system is all set up.</p> <p>New IT devices survey was conducted w/c 06.07.20 and is being followed up this week by the admin team.</p> <p>Year 6 students who will be joining us in September will also be sent the questionnaire to find out who has/hasn't got devices and internet.</p> | Y | <p>We have been chosen as the Pathfinder School for the Horizon Project. This will now not be an issue as all teaching staff will be issued with an ipad on 02.09.20 and all students at the end of September.</p> <p>Jan 2021 Update regarding the use of headphones for long periods of time (as per the Health & Safety meeting w/c 11.01.21). This advice has been shared with all staff who are on the rota:</p> <ul style="list-style-type: none"> - Students to continue to bring their own headphones in. - Very clear breaks inbetween online lessons and during this time students must come off their ipads and engage with other students. - No ipads at lunch or breaktimes. | |

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | <ul style="list-style-type: none"> - Teachers to plan work accordingly (Email sent on 12.01.21 by RRe). - Students to be encouraged to keep the volume low. - Heart app on ipad to be used to ensure safe usage of headphones. This is to be shared via social media for all students. This app will indicate safe usage. | |
| <p>A limited number of 4G dongles will be available for academies in the event of a bubble/year group/whole academy lockdown.</p> <p>Do you know which families will require a dongle to ensure that learning can continue?</p> | <p>Information available through survey that was conducted in July 2020.</p> <p>Update Jan 2021: The Horizons project means that all of our students have a device. Any student who doesn't has been invited in (as there are 3 non-attenders who don't have devices as they haven't been in the academy therefore, haven't had the training on how to use the ipads which is necessary). 9 students had broken their ipads and not paid for them to be fixed, these have all received a 'loan' ipad.</p> <p>Remote learning is taking place. If a student is absent or the teacher is on the rota in school then the lesson is recorded and the work put on times. When possible, live lessons are taking place.</p> | Y | | |

| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>In Secondary how many teaching staff are NOT trained to deliver remote learning? What are your plans to get them trained? Are you satisfied that those who are trained can deliver on line teaching to an acceptable quality?</p> | <p>All teaching staff are trained to deliver online learning. We have been doing online training for a while now and this is part of our practice. We have 3 new staff joining us: two Teach Firsts and 1 NQT who will need support on using the online functions. We will use Oasis zone materials and their mentors will support them.</p> | <p>Y</p> | | |
| <p>In Primary in the event of a partial/whole lock down, are you ready at any given moment to switch to learning at home</p> | <p>N/A</p> | | | |
| SOCIAL DISTANCING AND LOGISTICS | | | | |
| <p>Are classrooms set out to reflect the new norm – forward facing desks, teacher at 2m distance, ventilation where possible, unnecessary equipment removed</p> | <p>Meeting on 14.07.20 to go through this with P&E team. Teaching staff will continue to have an exclusion zone at the front of the classroom. Jan 2021 Update: All classrooms which are being used now only accommodate</p> | <p>Y</p> | <p>All classrooms to be set up with chairs and tables facing forwards by 31.07.20. HSt in on 04.08.20 to check and discuss next steps. Done.</p> | |

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | the 2 metre rule and desks which are not to be used have tape across them. The lunch and breaktime areas are all spaced 2 metres apart and this being adhered to at all times. | | | |
| Is there a one way system in narrow corridors? | This was already in place and will continue to be the case. Each bubble has been assigned their own staircase and students in each year group are going to be identifiable by the colour of their lanyard. They will not be able to go out of their zoned areas. The Academy is well spaced and making use of all the space that we have to keep year group bubbles apart. All facilities and areas, including toilets are in use. | Y | | |
| How are you keeping your staff separate? How are staff briefings taking place? | Staff will be working across the maximum of two bubbles (2 staff across 3 bubbles). Staff briefings will continue to take place through Microsoft Teams. Jan 2021 Update: All meetings are done virtually. Staff are already used to being 2 metres apart and this was reiterated in the briefing on 05.01.21 | Y | | |
| Have the following spaces been set up with bubble groups/distancing in mind? <ul style="list-style-type: none">• Catering area• Library• School hall | The academy has been split up and each year group bubble have been assigned their own area which includes classroom, outside space, toilets, isolation room, offices for Assistant Principal in charge of that year group, HOY, YM and staff area. | Y | Meeting with Sodexo staff on 13.07.20 to discuss break and lunchtimes. Main discussion points: <ul style="list-style-type: none">- All students to have the option of a hot meal- The tills can be moved | |

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> • Outdoor playgrounds • Use of toilets • Staffroom | <p>The Library will not be in use for lessons or for the students to use at breaks and lunchtimes as has previously been the case due to students having to remain in their bubbles.</p> <p>The staffroom and subject workrooms have been repurposed to become year offices/classrooms.</p> <p>Jan 2021 Update: All areas set up and bubbles arranged for each year group for those vulnerable and key worker children who are coming into the Academy.</p> | | <ul style="list-style-type: none"> - The options will be limited due to the need to serve in 3 different areas - Sodexo shared their plan with HSt on 24.07.20 <p>24.08.20: It has been confirmed that Sodexo will be using crockery and cutlery from September.</p> | |
| <p>Do teachers and students understand how to manage the 2m distance requirement when in class</p> | <p>Training completed on 12.06.20.</p> <p>Jan 2021 Update: This was reinforced in briefing on 05.01.20.</p> | Y | <p>Information booklet to be given to all students in September.</p> <p>2 Staff training days on 01.09.20 and 02.09.20 when it will be covered again as a reminder and for new staff.</p> | |
| <p>Are parents and visitors advised that they can still not come on site?</p> <p>Do parents know the pick up arrangements are still outside the gate?</p> | <p>Communication to all parents via letter and year group videos are being made and will be sent out from 23.07.20 (videos sent out at the end of August).</p> <p>Only parents who have children with a disability are allowed on site to drop them off and this is managed by the SEN department with a card. This will continue in September and is not a new routine.</p> | Y | | |

HYGIENE AND CLEANING

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>Is good respiratory hygiene in place and reinforced within all <i>Is adequate signage in place across the academy?</i></p> <ul style="list-style-type: none"> • Do staff understand the message and are they managing students to regularise this behaviour? • Are there sufficient bins in place and if not lidded, are they emptied regularly and disposed of in the correct way areas of the building? | <p>This has been in place since we moved back to Wintringham so all staff are aware. More bins are ordered so that they are in every classroom from September. <i>All bins are in place.</i></p> | <p>Y</p> | <p>Lidded bins ordered on 14.07.20 via P & E. Arrived. Signage to be up in all classrooms and toilets by 15.08.20 SMi</p> |  |
| <p>Are times for hand washing - entry to and departure from school and before and after breaks - established and mandated for staff and students?</p> | <ul style="list-style-type: none"> • Each bubble has their own toilet block and lunchtime toilets • Each bubble (year group) has a colour and their own lanyard: Year 7: Red (Sports staircase) Year 8: Green (Science staircase) Year 9: Yellow (Staff staircase) Year 10: Orange (Tech doors) Year 11: Pink (Student staircase) • Staff have their own toilets and these are clearly labelled. <p>A new school day has been decided with staggered starts and finishes, time for handwashing and clear breaks and lunchtimes.</p> | <p>Y</p> | <ul style="list-style-type: none"> • 14.07.20: Tour of the building by members of ALT. Signage discussed. SBr to arrange colour coded signs for each bubble area. Done. • Share new school day with staff on 13.07.20. • New school day communicated with parents via a letter w/c 20.07.20. |  |

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <p>Jan 2021 Update: A new school day has been implemented to take into account the feedback from the last lockdown and with a focus on SMSC and mental health (lunch is now only 30 minute as a 50 minute lunch is too long when the students have to stay 2 metres apart, there are also 15 minutes inbetween lessons to allow staff to have comfort breaks etc). This has been done in conjunction with the Regional Union Rep and school Union Rep in the Health and Safety Committee following their feedback on 05.01.20.</p> | | | |
| <p>Are there enough access points for washing hands? <i>We realise that there are a number of sites that have not presently got enough sinks – we are working on this. If you are concerned please advise your cluster asset manager.</i></p> | <ul style="list-style-type: none"> • All toilets are in use throughout the day. • Hand sanitisers to be placed in strategic locations around the building. | Y | <ul style="list-style-type: none"> • Duty rota to be produced by 31.08.20 including isolation duties for each year group ARO. HSt meeting with ARO on 24.08.20. | |
| <p>Where handwashing may be difficult or impractical, is there hand sanitiser provision to support good hygiene? As a minimum these must be within the following locations:</p> <ul style="list-style-type: none"> • Entrance to the dining hall, • Access and egress points of the building, • All lift entrance, | Yes – already in place. | Y | | |

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------|--|
| <p>Have you been able to further implement cashless pay to avoid additional handling?</p> <p>If not possible, have additional hand sanitiser stations been provided to maintain good hygiene practices?</p> | <p>N/A</p> | <p>Y</p> | | |
| <p>Can you have a discussion/start a conversation in school about all staff getting involved in small acts that would contribute to the a safer/cleaner environment?</p> <p>For example, could Teachers undertake the following cleaning of their teaching areas at the frequencies noted:</p> <ul style="list-style-type: none"> • Touch clean all learning resources used during the lesson before new group of students enter the room, • Ensure that classroom door handles, access control, push plates etc. are cleaned after each class, | <p>Training on 12.06.20</p> <p>Await guidance on best practice for the students as we need to be careful of any allergies and that this doesn't distract from teaching and learning time.</p> | <p>Y</p> | <p>Spray and cloths to be available in every classroom and office/room.</p> <p>Training on 01.09.20 & 02.09.20</p> | |

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------|--|--|
| <ul style="list-style-type: none"> • At the end of the day, remove bin and place outside classroom door for collection. • Ensure that students are undertaking their requirements and if not, undertaken them to ensure they are completed. | | | | |
| <p>We are exploring whether it would be possible to include those students 'who are able' to play their part in ensuring a clean environment.</p> <p>This could include them wiping down their desk space and chair as they are about to leave it</p> <p>At the end of the day wiping down their desk space and chair and putting their chairs on the desk.</p> <p>We are consulting on what best practice might look like if we adopted this approach bearing in mind the need for the safe handling of cleaning products/ skin excema etc</p> | <p>Students will be expected to wipe down the computers in the IT suites.</p> | <p>Y</p> | | |

| | | | | |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | | | | |
| Are there enough disinfectant sprays on site? Is there one allocated per classroom and adequate cleaning paper? | <ul style="list-style-type: none"> • <i>P&E will ensure that these are available and that stock levels are maintained,</i> • <i>Discuss and agree numbers needed with P&E to ensure all areas are covered (offices, receptions, offices etc.)</i> | Y | Meeting on 14.07.20: Spray and cloths ordered. To be distributed in every room when they arrive. | |
| Have you established a cleaning schedule for toilets (to include toilet doors) before and after breaks? | <ul style="list-style-type: none"> • <i>Toilets to be cleaned after every break time and lunch.</i> • <i>Toilets to be cleaned at either the start/end of the school day and quality to be checked by Site Facilities Manager.</i> | Y | Meeting on 14.07.20 with P & E which discussed requirements at OAW. All toilets to have a sign off sheet so that we know when they have been done. | |
| Has the academy been thoroughly cleaned prior to opening and have you got thorough cleaning happening daily? | <ul style="list-style-type: none"> • <i>P&E will ensure that the cleaning of the academy is undertaken over the summer break,</i> • <i>Discuss and agree with P&E the daily cleaning schedule ensuring priorities are understood by all.</i> • <i>Timetables will need to be shared with the P&E team to allow for</i> | Y | Meeting on 14.07.20 with P & E which discussed requirements at OAW. Academy thoroughly cleaned during the summer break. Jan 2021 Update: Academy thoroughly cleaned during Christmas break. | |

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | <i>resources to be deployed at the required places during the day.</i> | | | |
| Do all academies adequate cleaning capacity to undertake the additional cleaning required? Members of the cleaning team must be present throughout the day to support the increased level of cleaning required. This may involve additional cleaners being employed. | <ul style="list-style-type: none"> • <i>Discuss any additional cleaners needed with the P&E team who will lead on the recruitment process,</i> | Y | | |
| Is there adequate cleaning provision to provide cleaning after each bubble has eaten. | <p><i>Members of the teaching/support/lunchtime supervisor staff should be allocated to each bubble of children to undertake the following duties:</i></p> <ul style="list-style-type: none"> • <i>Management of access/egress to dining areas,</i> • <i>Ensuring hands are sanitised on entry and exit of dining area,</i> • <i>Management of children's behaviour,</i> • <i>Ensuring social distancing,</i> • <i>Supporting the catering provider with the management of queues,</i> | Y | <p>Duty rota produced by 31.08.20 ARO</p> <ul style="list-style-type: none"> - Year 7: Steve Broderick - Year 8: Craig Monaghan - Year 9: Andy Mundell - Year 10: James Cansdale - Year 11: Vikki Dowson <p>Meeting with Sodexo and Lunchtime Manager on 13.07.20. Action taken to increase the current hours of the lunchtime assistants to give them time to wipe down the areas and clean properly in between sittings and at the end of the day.</p> | |

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------|--|
| | <ul style="list-style-type: none"> Ensuring that all tables are wiped down, all crockery/cutlery is put away, rubbish disposed of in appropriate places. | | | |
| <p>Do you believe that you have enough PPE in stock or access to stock requirements if needed?</p> <p>Do all staff know how to use PPE?</p> <p>The P&E team will ensure that appropriate levels of PPE are available. Based on current guidance this will include:</p> <ul style="list-style-type: none"> Disposable Face Masks, Disposable gloves, Hand Sanitiser, Disposable Aprons. | <ul style="list-style-type: none"> Discuss with P&E appropriate levels of stock requires if this includes any special requirements. Ensure P&E are aware of any staff that require PPE allocated to them for their use. <p>All staff are trained in the use of PPE 18.06.20. All staff to be aware that they are being provided with a face covering on 01.09.20. To be distributed with ipads on 02.09.20.</p> <p>Jan 2021 Update: New face coverings have been distributed to staff.</p> | Y | Meeting with P & E on 14.07.20. PPE to be stored in the security office and then in key places around the Academy. | |
| Where there are building works in place, are you confident that safety provisions are adequately established. Have you met with the contractor? | None planned | Y | | |

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Do the builders understand the social distancing required on site? | | | | |
| Ensure that sufficient bags and bins are available for storing of students/staff face clothes/masks upon arrival. | ALT will be on gate duty at the start of the day. Very few students use public transport to get to OAW. Bins are already at each gate. | Y | | |
| CURRICULUM AND CATCH UP PROVISION | | | | |
| Have you revised your curriculum offer for September in light of Covid-19? Are all curriculum maps in place? Are plans in place to teach the national curriculum at all key stages? Is PSHE fully represented in the curriculum? | Curriculum offer will remain as it was and all subjects will be taught. SMSC is taught during the tutor period. Curriculum Thinking document produced and discussed with MLT on 09.07.20 Curriculum planning and pedagogy due to changes to classroom based layout and practice, as well as the need to cover key concepts feature in all adapted planning. This is all rooted in National Curriculum coverage. PSHE is covered via discrete SMSC sessions and disaggregated curriculum days and these will be adapted based on the demands of government guidance. | Y | 15.07.20: RRe and VDo to have 30 minute meetings with each member of MLT to discuss individual subjects. Curriculum plans to be revisited by 31.08.20 | |

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <p>Have staff reviewed the pedagogy best practice which came out of the summer series?</p> <p>Has your teaching and learning lead organised CPD promoting pedagogy in readiness for September</p> <p>Have inset days been organised?</p> | <p>Ongoing Monday night CPD on pedagogy and practice. All staff have been encouraged to attend any CPD that is on offer. INSET days are planned.</p> | <p>Y</p> | <p>2 INSET days in September: 01.09.20 & 02.09.20.</p> |  |
| <p>What action has been taken about practical subjects?</p> | <p>Guidance has been reviewed. Plans for practical subjects to be discussed during MLT and ALT meetings. CLEEAPS guidance for practical subjects was sent out during the summer break. This has been thoroughly gone through to ensure that we are compliant.</p> | <p>Y</p> | <p>Senior line managers to discuss plans with MLT during weekly line management meetings following the guidance for practical subjects - ongoing</p> |  |
| <p>Primary</p> <ul style="list-style-type: none"> • Has additional time been allocated to phonics? • Has reading been made a priority? • Have assessments been used to check the gaps and to plan re-teaching? | <p>N/A</p> | | | |
| <p>Secondary</p> <p>Have you and your HoDs</p> <ul style="list-style-type: none"> • accessed the schemes of work for the updated curriculum? | <p>As above Individual subject development plans will outline departmental CPD. Whole school CPD programme.</p> | <p>Y</p> | <p>Readjusted Schemes of work to be in place by 31.08.20 Deadline for subject development plans is 30.09.20 Whole school CPD programme to be in place by 31.08.20</p> |  |

| | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> developed CPD for curriculum revision and best strategies for catch up <p>What plans have you made for GCSE subjects? Is year 7 Trust baseline testing organised to be in place?</p> | <p>Year 7 baseline testing discussed with regards to the NGRT (awaiting feedback from LGo).</p> | | <p>Year 7 testing schedule to be produced in September.</p> | |
| <p>Catch up /recovery What is the plan? Where/how will you deploy your Teach First trainee teacher? How might you spend your remaining catch up spend? (£42 pre student approx?) Do you think you need further provision?</p> | <p>Use of EEF document to produce a whole-school Catch up action plan similar to the pupil premium plan. Teach First trainee to cover the gap we had in Humanities which was being covered by supply. Intervention timetable will be in place to ensure Year 11 catch up on missed work (this will be carefully planned to ensure that they don't peak too early – learning from past experiences) 1-to-1 tuition</p> | <p>Y</p> | <p>LOP to be completed with this information. Philip Beaumont to provide more information when he has it (following Principal's meeting on 14.07.20).</p> | |
| | <p>BEHAVIOUR</p> | | | |

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>Have you got a process to identify children at higher risk after covid?</p> <p>Does this tie in with the Safeguarding remit to add all ACES to CPOMS by September?</p> <p>What proactive plans are in place for children with SEND? How are you adapting your current Personal Development provision for the needs of these children?</p> <p>Does your behaviour policy have a C19 addendum? Is it on your website?</p> <p>Staff understanding</p> <ul style="list-style-type: none"> • How far do staff understand the potential barriers for children (including ACEs) and the impact they have had on students' lives? • How will you deliver this? • Have you had senior leaders attend the Oasis mental health training? • How will you use that? <p>Individual children</p> <ul style="list-style-type: none"> • What specific support will be in place for students with behavioural needs and/or those who have experienced ACEs? How does the above need to be adapted for specific cases and are all staff aware of this? | <ul style="list-style-type: none"> • All parents were sent a survey in June via Microsoft Forms. Use this data to highlight anyone who may be at extra risk of COVID. Communicate to parents and ask if there is anyone who may be at extra risk. • ACES will be added to CPOMS by September 2020. • Risk assessments completed for all SEN children who need them (including all with an EHCP). • ALT discussion around our current provision (Alps, Blue Unit) and what that can be from September. How can we best support these students? • New behaviour policy to be produced following the completion of the Oasis behaviour audit. Amu • All staff are ACES trained. • James Cansdale is trained on the Oasis Mental Health Training and is our Mental Health Champion. This is embedded in SMSC and mapped across the curriculum. • Support for individual children will be outlined in the new behaviour policy. We have two counsellors available to our students who work one day a week as well as the | <p>Y</p> | <p>Meeting on 15.07.20 to discuss behaviour and get the policy ready to share with staff for 20.07.20.</p> <p>Identify these students by 31.08.20 so that risk assessments can be put in place. DSc</p> <p>13.07.20: Discussion around Alps support and the Blue Unit and how we can support these students during this time. Action plan and decisions were made during this meeting. DSc to work on a formal plan.</p> <p>17.07.20: New behaviour policy produced and uploaded on the website. This will be shared with staff on training days and with students via a letter, video and in their information booklet.</p> <p>Behaviour audit completed by 15.07.20.</p> <p>Tours organised for the most vulnerable Yr 6 students to have a look around the Academy and meet key staff. 27.7.20.</p> |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

| | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> • Have you completed the behaviour audit? • SLT Behaviour Planning Document • SLT Behaviour Action Plan • Behaviour Policy Addendum for Covid-19 • Summary of Behaviour Linked changes | <p>school nurse and the pastoral team.</p> | | | |
| <p>Have care plans been put in place for children who may require Physical intervention during the school day?</p> | <p>Yes – there are 9 students that this applies to.</p> | <p>Y</p> | <p>Plans may need to be reviewed early in the new term once we get used to the new school day. DSc</p> | |
| | <p>Timetable</p> | | | |
| <p>Does the timetable reflect the following?</p> <ul style="list-style-type: none"> • Transport complexities • Staggered starts • Transition times • Lunch breaks • Handwashing • Face masks • PPA • Staff briefings on line • Exams in first half term | <p>Yes – these are all added to the new school day and have been discussed as a leadership team at length.</p> <ul style="list-style-type: none"> • Staggered starts – 10 minute intervals with two year groups arriving together and then Y11 alone. All entrances and exits being used and students are only allowed on site in the first week 5 minutes before they go up to their tutor room. Students line up in their area (lines will be marked) and are taken inside by the tutor to comply with social distancing. • Transition times – same as before | <p>Y</p> | | |

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------|--|
| | <ul style="list-style-type: none"> • Lunch breaks – 45 minutes to allow for handwashing and lunch • Handwashing – including in the timing of the lunch break. • Face masks – Very few students use public transport • PPE will be stored in a central place and in areas that it will be needed e.g. first aid room, site office etc. • All CPD, meetings and briefings will be done by Microsoft teams. • More information is needed on the resit GCSE exams before a plan can be put in place. | | | |
| Ensure timetable is shared and discussed with catering provider to ensure food provision is managed as efficiently as possible to support as wide a range of food offering as possible. | Ongoing dialogue with Julie Overend. Meeting on 13.07.20 to discuss logistics. Jan 2021 Update: Sodexo have provided FSM hampers and these are been picked up from the hub on the Nunsthorpe estate or the Academy. Parents have indicated on Microsoft Forms. | Y | Continue to liaise with Sodexo and ensure that they are in all staff briefings. | |
| | POLICIES | | | |

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>Behaviour</p> <p>How will the Academy's behaviour policy need to be adjusted for September? How will you ensure your current high standards and expectations remain whilst adapting to post-lockdown challenges? Use the suggested addendum and display on your academy website</p> <p>e.g. Rewards / Escalations / Unstructured time / Uniform / Recording and Monitoring / Duties</p> <p>KCSiE, the Trust policy will be in place by Sept 2020 and a draft will be ready for training. What is your training plan for safeguarding in September?</p> | <p>New behaviour policy will be produced ready for September and will be on the Academy website following completion of the behaviour audit by the leadership team.</p> <p>Safeguarding training will be delivered by PMu on 01.09.20. All staff to complete the annual declaration by 20.09.20. All staff to complete the Hays online safeguarding training by 30.09.20.</p> <p>Jan 2021 Update: Previous Lockdown behaviour policy to be used. Staff to call for ALT if there is a problem and the student to be removed.</p> | <p>Y</p> | <p>New localised behaviour policy produced 17.07.20 AMu</p> |  |
| <p>COMMS AND KEY MESSAGING</p> | | | | |
| <p>In the event of staff getting ill at school do they know?</p> <ul style="list-style-type: none"> • How to get a test • Isolation rules from that point • How to provide list of contacts and to whom? <p>And do they know what to do if a child develops symptoms?</p> | <p>This is discussed weekly in Monday briefing and shared. To be shared with staff on 01.09.20 by HSt</p> <p>SLu to check staff contacts.</p> <p>Isolation procedure to be the same as before apart from the new room is the drama studio. To be shared with staff again on 01.09.20. To go on the staff portal once shared so all staff have access to it.</p> | <p>Y</p> | <p>Create a staff portal on Teams for September with all COVID information on so that they can access it any time. Done</p> |  |

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <p>Parent comms to include</p> <ul style="list-style-type: none"> • Attendance • New arrangements – front facing class rooms/bubble groups/dining pods/ staggered breaks/ • Mask procedure • Removal of thermometer checks • Use of different entrances • Water bottles • No unnecessary equipment • Procedure for dealing with children if a bubble group member has symptoms • Procedure for dealing with lock down in the event of an outbreak • Curriculum maps? • Not to come on site for at least the first half term <p>This will be developed in a template letter</p> | <p>Letter to go out W/C: 20.07.20. Year group videos to go out at the end of August.</p> <p>Jan 2021: Comms to be very clear to parents to ensure that there is no confusion. Parental feedback encouraged.</p> | <p>Y</p> | <p>This will need continual monitoring and comms will need to go out again at the start of the new academic year with reminders.</p> <p>Each child will be given a key information booklet when they arrive in September and this will be shared on the Academy website. CMO</p> |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|--|
| | | | | |
| | Finance | | | |
| <p><u>Cost of recovery plan</u></p> <p>Have you considered the potential impact of the following on your submitted annual budget and/or reserves?</p> <ul style="list-style-type: none"> • additional cleaning/cleaners • staff absence or delayed return due to Covid • attendance support • potential need for food parcels • additional training costs e.g. ACEs, mental health support, first aid ... • costs in connection with Mental Health Counselling and Wellbeing • Autumn Resits - Exam Fees • Other? | <p>Additional expenditure:</p> <ul style="list-style-type: none"> - PPE - Cleaning supplies and equipment to get our site COVID-secure. - Separation of the cycle sheds. - Reopening of the old Wintringham school gates to allow access from Weelsby Avenue. - Associate Principal for September. - Autumn resit costs – unknown at the moment. - Additional costs of having the bubbles e.g. extra texts in English, more calculators - Costs of moving the whole school e.g. skips etc. - Lanyards for easy identification of each year group. - Name badges for year 7 students. - Cost of signage around the building (done internally through reprographics to save money). - Cost of extending the lunchtime supervisors hours. - Cost of new dining furniture. <p>Working with Simon Pinchbeck on the additional costs</p> | Y | | |

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------|--|
| Have you removed any Y7 Catch Up from your budget? | Yes – it wasn't in the original budget as it is never guaranteed. | Y | | |
| If the academy is accessing the National Tutor Program has it factored the costs of this into its planning? | N/A – At the moment we don't plan to use this programme due to historic use of tutors and it having not a lot of impact on our students. Other intervention methods have produced better results. | Y | | |
| Have you considered how you will use your Teach First person and also considered how you will manage this cost in 21/22? | Fill the gap in Humanities caused by maternity leave. Work with SPi on a plan for 21/22. This will include, using them to replace a member of staff who has left. If this is not possible, then move them to another Oasis school where they can be utilised. | Y | | |
| RISK MANAGEMENT | | | | |
| Do staff know what to do is a student presents with symptoms? Is there an isolation room plus toilet set aside for this purpose? Have you worked out a process for contacting those who may have been in close contact with someone who has a confirmed case of Covid or has symptoms. <i>See the notes in the main document about recording contacts</i> | A procedure is in place and this will continue to be followed. The drama studio is being used and they will use the disabled toilet. | Y | Procedure to be shared again with all staff on 01.09.20 | |

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Are you in regular contact with your local director of health to track local infection rates? Do you know how to contact your local PHE health protection team for advice in the event of an outbreak? (2 or more confirmed cases)</p> | <p>Yes, weekly emails are exchanged. Vikki Dowson is responsible for this and informs the Principal. An updated telephone number from Public Health England, in the event of a confirmed case of COVID-19 in any educational settings please telephone 0113 386 0300. This is different to that previously advised. <i>Jan 2021 Update: Public Health Webinar to be attended on 08.01.21</i></p> | <p>Y</p> | | |
| <p>Is there a procedure in place for partial or whole lockdown? E.g Comms to parents, plans for ongoing/on line learning;</p> | <p>North east Lincs procedure to be followed (webinar 13.07.20)</p> | <p>Y</p> | <p><i>Share with staff on 01.09.20 and put on the staff portal.</i></p> | |
| <p>Is your academy health and safety committee meeting weekly? Is this risk assessment being followed and updated accordingly?</p> | <p>Yes, every Monday. Yes, shared with the committee and then put on the Oasis portal. <i>Ensure that there is a meeting arranged for the first week of term. HSt has emailed Sap to set this up.</i> <i>Jan 2021 Update: H & S Committee meetings well established and continuing.</i></p> | <p>Y</p> | | |
| <p><i>Lettings/Leisure Club. Plan for reopening.</i></p> | <ul style="list-style-type: none"> • <i>Some outdoor lettings were signed off at the beginning of the summer holidays.</i> • <i>Phase 2 of the plan is now being proposed with a 50% return to normal business. This will mean that we can unfurlough staff and</i> | <p>N</p> | <p><i>Continual adaptation to the new guidance as and when it comes out (from OCL, DfE and National Governing Bodies).</i></p> | |

| | | | | |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| | <p>start to make a profit – see plan below (to be read in conjunction with the risk assessments provided to LGo on 24.08.20):</p> <p>Plan for phased return to indoor lettings</p> <p>Saturday 5th of September – November 2nd</p> <p>Leisure staff to return from furlough from 7th of September (use initially 7 days in September to prepare for Covid compliance opening)</p> <p>Returning lettings indoor (fitness suite and other indoor sports not to return until Nov 1st)</p> <ul style="list-style-type: none"> • Badminton = Sports-hall • A&M's Dance = main hall • Karate/fitness classes/Yoga = Dance studio • Basketball = Sports hall • Mini kixx Jnr Soccer = Sportshall • Outdoor lettings = Changing room/toilet <p>Measures in place</p> <ul style="list-style-type: none"> • Covid compliant risk assessment received from all lettings | | | |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

| | | | | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| | <ul style="list-style-type: none">• Each letting to have Covid officer/contact and compliance of their NGB guidelines• Each letting to have their own entrance and exit to the building• Each letting to have separate toilet apart from outdoor sports• Lettings to finish earlier to support extra cleaning measures to finish a 9pm• Predominantly one letting per area per night however if facility is shared by two or more lettings in one night 30 minutes cleaning time will be carried out before the start of the next session• Letting leads not on site until 4:45 and lettings start at 5 after students have left site• Lettings to be responsible for own first staff• Leisure staff supplied with full PPE• Café area and main entrance closed | | | |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

| | | | | |
|--|-----------------------------------------------------------------------------------|--|--|--|
| | Jan 2021 Update: All lettings have been stopped as we are in a National Lockdown. | | | |
|--|-----------------------------------------------------------------------------------|--|--|--|

The new school day September 2020:

**Lunch includes time for handwashing*

| | Tutor | | | | P1 | | | | P2 | | | | P3 | | | | P4 | | | | P5 | | | | Tutor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | 08:25 | 08:30 | 08:35 | 08:40 | 08:45 | 08:50 | 08:55 | 09:00 | 09:05 | 09:10 | 09:15 | 09:20 | 09:25 | 09:30 | 09:35 | 09:40 | 09:45 | 09:50 | 09:55 | 10:00 | 10:05 | 10:10 | 10:15 | 10:20 | 10:25 | 10:30 | 10:35 | 10:40 | 10:45 | 10:50 | 10:55 | 11:00 | 11:05 | 11:10 | 11:15 | 11:20 | 11:25 | 11:30 | 11:35 | 11:40 | 11:45 | 11:50 | 11:55 | 12:00 | 12:05 | 12:10 | 12:15 | 12:20 | 12:25 | 12:30 | 12:35 | 12:40 | 12:45 | 12:50 | 12:55 | 13:00 | 13:05 | 13:10 | 13:15 | 13:20 | 13:25 | 13:30 | 13:35 | 13:40 | 13:45 | 13:50 | 13:55 | 14:00 | 14:05 | 14:10 | 14:15 | 14:20 | 14:25 | 14:30 | 14:35 | 14:40 | 14:45 | 14:50 | 14:55 | 15:00 | 15:05 |
| 7 | Tutor | | | | P1 | | | | P2 | | | | P3 | | | | P4 | | | | P5 | | | | Tutor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Tutor | | | | P1 | | | | P2 | | | | P3 | | | | P4 | | | | P5 | | | | Tutor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Tutor | | | | P1 | | | | P2 | | | | P3 | | | | P4 | | | | P5 | | | | Tutor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Tutor | | | | P1 | | | | P2 | | | | P3 | | | | P4 | | | | P5 | | | | Tutor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Tutor | | | | P1 | | | | P2 | | | | P3 | | | | P4 | | | | P5 | | | | Tutor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Do you as Principal agree that all of these areas of risk have been thoroughly considered and that to the best of your knowledge it is safe to open your academy **YES** NO

If no, have you detailed the steps that need to be taken, and by when, to open? YES NO

Do you have any further concerns or require any additional support? YES **NO**

Are you in a place ready to accept all the children? **YES** NO

Do the executive agree that the academy is safe to open? **YES** NO

Signed *H A Stennett*..... RD..... CEO.....