

Notes:

- 1) This is a dynamic document which is under constant review.
- 2) Mitigations have been shared with staff across Dixons Academies Trust.
- 3) This risk assessment is a base document and may be added to by individual academies for site specific considerations.

Possible mitigations	Actions to ensure mitigation is operationalised	Lead	Academy Notes
Minimise contact with individuals who are unwell	Communicate to all staff and students not to attend the academy if they are displaying symptoms of COVID-19.	Academy	See 'WTD Coronavirus Cases' for further details.
	Reception to have screens and all visitors to be asked on arrival if they have been experiencing symptoms of COVID-19 in the last 7 days or have had a positive test.	Academy	
	If someone displays symptoms on site, they need to be sent home to isolate for 7 days and organise a test, whilst their household needs to isolate for 14 days.	Academy	
	If a child is waiting to be collected after displaying symptoms, where possible, they should be isolated behind a close door.	Academy	
	Identify a named COVID-19 room for those who are displaying symptoms. This room should be ventilated and have furniture which can be wiped down (no soft furnishings).	Academy	
	Ensure all staff and older students are aware of what is meant by a 'close-contact' and the implications of maintaining a distance from others as a default.	Academy	
Clean hands thoroughly more often than usual	Students to clean hands on arrival, when changing rooms, before and after eating, and as they leave the academy, as a minimum, with skin friendly sanitiser or hot and water and soap.	Academy	
	Students in primary to wash hands before and after use of outside equipment.	Academy	
	Hand cleaning before handling books or resources.	Academy	
	Younger students, or those with additional needs, may need support / supervision with cleaning hands.	Academy	
Promote good respiratory hygiene	Handwashing reminders to be given to students and display handwashing guidance.	Academy	See government handwashing poster.
	Education to staff and students re 'catch it, bin it, kill it' approach.	Academy	Public Health is not recommending the use of face coverings in school.
	Education to students about removing face coverings. Bins at entry points.	Academy.	
	Temporary face coverings should be disposed of on arrival and reusable coverings stored in a plastic bag.	Academy	
Enhanced cleaning especially touch-points using detergents and bleach	Classrooms / offices to have accessible tissues to hand.	Estates	
	Lidded bins to be in place.	Estates	
	Share WTDs with cleaning staff and provide training on infection control procedures.	Academy	
	Create a timetable for cleaning based on the timetable in operation.	Academy	
	Toilets, shared spaces and touch-points to be regularly cleaned throughout the day.	Academy	Different groups do not need to be allocated different toilet blocks.
	Practical equipment to be cleaned in between bubbles using it, or left out of use for 48 hours, unless plastic which is then left for 72 hours.	Academy	
	Use of appropriate disinfectant / bleach when cleaning hard surfaces.	Academy	
	Balance cleaning hours throughout the day and during an evening.	Academy	
	Ensure lifts are on the regular cleaning rota as they are often used by the most vulnerable.	Academy	
Minimise contact between individuals and maintain social / physical distancing wherever possible	Primary schools to operate class bubbles for students as a default.	Estates	
	Secondary schools to operate year group student bubbles.	Academy	
	Secondary schools to have a default room for all non-practical subjects.	Academy	
	Limit the amount of transitions around the building as much as possible.	Academy	
	Breaks and lunches to be operated in bubbles.	Academy	
	Secondary teachers to maintain 2m distance as a default (e.g. use of visualisers and verbal instructions).	Academy	
	Secondary classrooms to be in rows facing the front, wherever possible and spaced out as much as possible.	Academy	
	Leave paper based work for 48 hours before touching where possible. If not, cleaning hands / use gloves.	Academy	
	Year groups in secondary to have default rooms and only leave these for specialist teaching in specialist spaces (Arts / PE / IT/ Science).	Academy	
	Year 7 and Year 8 to be taught predominately in the same group (class bubble).	Academy	Timetable to remain the same but Set 1 would now become 7A in every subject, for example.
	Use hand sanitiser before and after handling resources. One person to hand out resources.	Academy	
	Students to have a supervised entry into the academy and go straight to their 'home' room.	Academy	
	Older children should not be touching staff or students as a default.	Academy	
	Adults should remain 2m from each other and where possible 2m from children	Academy	
	Staggered starts and exits / use of different entry and exits for different bubbles should be used where possible without reducing taught time.	Academy	
	Visiting specialist professionals should follow all school guidance and maintain 2m distance.	Academy	
	Assemblies / large group teaching should be replaced by streamed sessions into individual classrooms.	Academy	
	Supervision of corridors to support safe transitions when they are needed to support a broad curriculum.	Academy	
	Staff who work across sites to limit this to essential work and follow each school's procedures as well as limiting contact in the building and following the systems of control.	Executive /	Please see WTD for staff who work across sites.
	Visitors to the academy (beyond usual staff and students) should wear face coverings.	Academy	
	Use of face coverings in communal spaces for all students in year 7 and above along with all staff.		Please see WTD for face coverings,. Academies to provide guidance to students.
	Update profiles for students with special needs to ensure they and individual staff are clear on the specific mitigations for any close-contact that is needed.	Academy	

Wear appropriate PPE where necessary	PPE is required when a student becomes ill with COVID-19 symptoms and a 2m cannot be maintained or where use of PPE is part of the routine p re	Academy	
Engage with NHS Test and Trace process	Ensure that any member of staff or students understand what they need to book a test if they are displaying COVID-19 symptoms and not come into school, self-isolate and provide details of anyone they have had close contact with.	Academy	
Manage confirmed cases amongst the school community and contain the outbreak	Ask families to inform the school of the test result immediately and follow PHE advice.	Academy	
	Exploit the resources produced by the Dixons Teaching Institute and Oak National Academy in the case of a school closure.	Academy	
	Ensure reception keeps details of all visitors to the academy in case it is needed to support track and trace.	Academy	
	Immediately contact the local health protection team and act on their advice. Inform the LA of the case along with the Executive Team.	Academy	
External windows to be opened where possible	Encourage fresh air to circulate the building. Doors which are not secure line or fire doors can be left open.	Academy	
Only necessary visitors allowed on site	Use of MS Teams for meetings.	Academy	
	Telephone calls and emails to be used as a default.	Academy	
	All appointments to be pre-booked and anyone entering the academy, needs to be asked if they or anyone in their household has had symptoms of COVID-19 or a positive test in the previous 14 days. If this is the case, a physical meeting should not go ahead.	Academy	
Vulnerable staff to shield in line with NHS letters	Follow medical advice re self-isolation / shielding.	Academy	Ensure iTrent is completely up to date at all times.
Students to have a set of basic classroom equipment which they use/ no sharing of equipment	Academy to supply where necessary and ensure students are aware no sharing.	Academy	
Follow guidance regarding safe handling of books published by English Hubs - June 2020	Staff and children to clean hands before and after handling books. Return of books to the library should be placed in a return 'bin' books with cardboard covers need quarantining for 24 hours whilst books with plastic coverings need quarantining for 72 hours.	Academy	
Adult meetings in school to follow social distancing	Internal physical meetings to be kept to a minimum and always following social distancing rules.	Academy	
Amended dining arrangements	Bubbles to eat at the same time, avoid sitting opposite each other and to have eaten in the shortest amount of time.	Academy	
Only day visits allowed	All residentials cancelled until further notice. Day visits must be within bubbles.	Academy	
External Sporting fixtures	Cancelled until further notice.	Academy	
Deep clean the possible infected area following a confirmed case of COVID-19	Academies to clean the area a bubble was working in and the area to be closed down for at least 7 days.	Academy	This is made easier if a bubble has a default space.
Staff to use one set of classroom equipment	Staff to have their own whiteboard pens. If use a screen or other piece of equipment, then they should use gloves or they should use a disinfectant wipe.	Academy	
Remind staff and students to shut toilet lids before flushing a toilet	Notes on doors or reminder through briefings.	Academy	
Controlled use of outdoor equipment	Ensure that students wash hands before and after use. Limited and supervised number of students to use the equipment. Cleaning procedure in place using 'spray and leave materials'. Primary schools may have rotas or sections of outside space dedicated to different bubbles.	Academy	

Possible mitigations	Action	Lead	Academy Notes
Executive / central staff to support	Academies to request any additional support once staffing levels are known to the Executive. Central / Executive to be based in one academy or at home.	Executive	
DSL cross-academy support	Use of DSL cross-cutting team to support all academies (remotely in the first instance) if there is an academy without a DSL in place.	SLT	
First Aid online training as an interim measure	Site staff have been trained in basic first aid online, to give extra capacity.	Estates	

Possible mitigations	Actions to ensure mitigation is operationalised	Lead	Academy Notes
Keyboards to be cleaned after use	Cleaning programme to include regular cleaning of keyboards used by students.	Academy	
Staff to have one named device to use	Update staff list with default working space.	Academy	Due to changes in rooming, staff may now be moving around more than usual. They should have a default place to work when on PPA / non-contact.
Gloves to be used when using communal devices such as screens or photocopier	Ensure gloves are placed near photocopiers and other communal devices around the academy.	Estates	

Possible mitigations	Actions to ensure mitigation is operationalised	Lead	Academy Notes
Strong holistic re-induction processes	Academies to design and deliver sessions on the academy values, mitigations and routines.	Academy	
Use of August training days to have face to face meetings with individuals	Pastoral teams to identify any student who is or maybe anxious about their return to school. Arrange face to face meeting with appropriate mitigations to support their safe return to education. Think about PP students, SEN or students with a live safeguarding concern.	Academy	
PSHE sessions on well - being	On return we need to reconnect and repurpose students.	Academy	
Existing behaviour policy to be fully implemented	Any students causing deliberate harm to others, including contravening COVID-19 guidance, would be managed using the usual sanctions. Pastoral teams to build this education into induction sessions.	Academy	
Student risk assessments are updated with tailored strategies	Safeguarding / SEN teams to update any risk assessments or create risk assessments as needed and share with relevant staff, following changes in how the academy may operate. Assigned key workers may have to change.	Academy	
Review provision for students with individual needs	Adjustments that were in place prior to the academy closing should be in place; students will probably need more scaffolds rather than less as we return.	Academy	
Support for students and signposting staff who have had a bereavement	Clear process in academy for dealing with students who have had a bereavement.	Academy	

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Training time before students arrive	Academy-designed which aims to build staff reassurance and confidence. This may include remote elements and must comply with social distancing if small groups are brought in. Risk assessment to be shared with staff and feedback taken.	Academy	August training days / student induction days have been amended. This will allow staff more time to readjust to returning to work, prior to a full school.
Equality Impact Assessment to be Opportunity to ask questions prior to opening and ongoing	Update the Equality Impact Assessment and activate any further actions required. Staff to be told to email a dedicated inbox with questions to allow an academy based FAQ sheet to be generated; answers to follow government and DAT guidance along with local arrangements.	Executive Academy	In light of assessment, consider how best to deploy staff.
HR available for questions once open	Identify a member of the team who will deal with COVID-19 concerns. HR & Health Safety to be responded to by Ops Managers.	Academy	
Ensure academy is following government guidance	See links to government guidance on full opening of academies.	All leaders	
NHS shielding letters to be honoured	Collect and record at academy level ensuring GDPR guidelines are applied.	Academy	
Risk assessment updated for those staff who previously fell into the categories of being vulnerable	Academies to provide support to these staff. Where appropriate, complete a new risk assessment to allow additional mitigations for these staff (e.g. duties to be outside, personal hand sanitiser, working from home where possible, etc).	Academy	
Ensure BAME community concerns are listened to and responded to	Liaise with individuals who have concerns and allow them to work from home as much as possible; refer to the HR flow chart and have individual conversations with BAME 50+.	Academy	
Consult CTO (Shirley Watson) on individual cases	Important for cases that are not covered in the HR COVID-19 guidance.	Academy	It is important that individuals are supported in a consistent manner.

Possible mitigations	Actions to ensure mitigation is operationalised	Lead	Academy Notes
Use recovery resources created by the Teaching Institute	Knowledge organisers, catch-up resources and other documents have been created to support all Dixons teachers on their return. These need signposting to staff to support well-being.	Executive	
Exploit the KOs created by the TCCT	Teaching Institute staff to produce KOs and make available across our Trust which should help support those who have fallen behind as well as cohorts more generally.	Executive	

Possible mitigations	Actions to ensure mitigation is operationalised	Lead	Academy Notes
Provide specific advice to estates staff	Estates staff to work in hubs and not across our Trust. Estates staff to be fully briefed regarding the RA for working safely and check they fully understand the control measures. All equipment to be cleaned at start and end of each shift.	Estates	
Provide specific advice to cleaning staff	Cleaning staff to be fully briefed regarding the RA for working safely and check they fully understand the control measures.	Academy	
Provide specific advice to catering staff	Catering staff to be deployed to one site. Menus adapted in conjunction with Catering Managers to limit contact and larger groups.	Catering	
IT technicians to ensure SD occurs when resolving problems face to face	Ensure that Technicians and academy staff know to give appropriate SD for staff to resolve issues.	IT	
IT technicians to use clean gloves when they are handling devices that are not their default device	Ensure IT Technicians have access to gloves.	IT	
Admin to open mail using gloves	Bin all non-essential mail ASAP and pass on mail which is important after 72 hours of it arriving in the academy.	Academy	
Reception to be enclosed with existing structures or a temporary screen to be installed		Estates	
Staff providing intimate care and to be provided with PPE	PPE to be provided and guidance for staff.	Academy	
Reorganise office spaces and classrooms to ensure 2-metre gap	Need to reallocate each person a space to work which is 2 meters apart from someone else. Staff should be sat back to back or side to side.	Academy	

Possible mitigations	Actions to ensure mitigation is operationalised	Lead	Academy Notes
Academies to review fire evacuation procedures to ensure that they are fit for purpose	Ensure that fire evacuations are safe during an amended timetable structure and that bubbles can line up with a clear space from other bubbles. Plan and practice will be required.	Academy	
All site checks to be completed over summer	All annual summer safety checks to be completed over summer. Smartlog needs to be updated with risk assessments.	Estates	

Possible mitigations	Actions to ensure mitigation is operationalised	Lead	Academy Notes
Encourage all staff and students to walk to school where possible	Academies in communication with staff and parents should encourage walking to school.	Academy	
Wear a face covering on public transport (for everyone over the age of 11)	Academies to have lidded bins on entry so students and staff can dispose safely of any disposable face coverings. Staff and students bringing re-usable face coverings will need a plastic bag to store them in during the school day. Advice to be given to all students and staff about safe removal of face-coverings. Hands to be cleaned immediately after removing a face covering on entry.	Academy	

Possible mitigations	Actions to ensure mitigation is operationalised	Lead	Academy Notes
Follow local Health Protection Team advice and close the site where deemed necessary	Academy leaders to follow steps 7-9 on the systems of control when there is an positive case of COVID-19 in the academy. Alert the local authority and the Executive team.	Academy	
Refine remote learning and working processes incorporating lessons learnt from previous lockdowns	Continue to develop students' ability to learn remotely if needed. Keep email accounts active. Lessons should be developed to support the skills needed in each subject. Demonstration of key learning platforms in subjects just in case a closure happens in the future.	Academy	
Instigate remote learning using the resources produced by the Teaching Institute	Put back into place the systems developed at academy level for wider school closures in 2019-20.		

Task list, responsibilities, timeline and progress

Task	Lead Area	Week Commencing	RAG
Academy risk assessment template	Recovery Team	06 July 2020	
Academy What To Do (WTD) sheet	Executive	06 July 2020	
Guidance for practical subjects	Executive	06 July 2020	
Academy timetable	Academy	13 July 2020	
Cleaning review and rota	Academy	13 July 2020	
Primary academies may need to temporarily extend cleaning hours	Academy	13 July 2020	
Planning of induction week focused on repurposing and reconnecting	Academy	13 July 2020	
Book in meetings with those who previously had a risk assessment	Academy	13 July 2020	
Inform school transport of student days	Academy	13 July 2020	
Academy staff training PPT	Executive	13 July 2020	
Update WTD Coronavirus Cases (from September)	Executive	13 July 2020	
Review personal risk assessment template	HR (LSH)	13 July 2020	
Link in with pastoral teams to organise face-to-face meetings in August	Academy	20 August 2020	
Update WTD Catering	Catering	20 August 2020	
Review Site WTDs (cleaning, infection control, First Aid)	Estates (GPr)	20 August 2020	
Update HR flow chart	Executive (SW)	20 August 2020	
Check iTrent is September ready	HR (LSH)	20 August 2020	
Update WTD IT	IT	20 August 2020	
Complete HR risk assessment reviews / updates	Academy	24 August 2020	
Site walkaround by Ops Manager, Campus Manager and Principal	Academy	24/08/2020	
Ops Manager to do 'spot-checks' that mitigations are being activated	Academy	On-going	
Executive Principal walkaround	Executive	On-going	