

- Notes:
  1) This is a dynamic document which is under constant review.
- 2) Mitigations have been shared with staff across Dixons Acadeies 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	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.
are unwell		,	
	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	
	Handwashing reminders to be given to students and display handwashing guidance.	Academy	See government handwashing poster.
Promote good respiratory hygiene	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.  Temporary face coverings should be disposed of on arrival and reusable coverings stored in a plastic bag.	Academy. Academy	
	Classrooms / offices to have accessible tissues to hand.	Estates	
	Lidded bins to be in place.	Estates	
Enhanced cleaning especially touch-	Share WTDs with cleaning staff and provide training on infection control procedures.	Academy Academy	
points using detergents and bleach	Create a timetable for cleaning based on the timetable in operation.	Academy	Different groups do not need to be allocated different toilet blocks.
	Toilets, shared spaces and touch-points to be regularly cleaned throughout the day.  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.		Different groups do not need to be allocated different tollet blocks.
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	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	Primary schools to operate class bubbles for students as a default.	Estates	
and maintain social / physical	Secondary schools to operate year group student bubbles.	Academy	
distancing wherever possible	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	
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	First Aid online training as an interim	Site staff have been trained in basic first aid online, to give extra capacity.	Estates	
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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.		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	

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Part		Actions to ensure mitigation is operationalised  Academies to design and deliver sessions on the academy values, mitigations and routines		Academy Notes
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Souther selection with the selection of			Academy	
Internation of the standard transplant control to standard transplant control transplant control to standard transplant control tran	PSHE sessions on well - being	On return we need to reconnect and repurpose students.	Academy	
Set the sequence of the situation of the sequence of the situation and and an a press of the situation of the sequence o			Academy	
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Name to both his la bear sensor of the both his la bear sensor of this part is the both his la bear sensor of this part is the both his language of the both his language o		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	
Sealing injusts assessed to be Continued from the C		Clear process in academy for dealing with students who have had a bereavement.	Academy	
Sealing injusta described the seal of sealing			i	
English Space Research 100 100 100 100 100 100 100 100 100 10				
Repenting and equations pair to an equations pair to an equations pair to an equation of the pair to a	training time before students arrive		Academy	
soutine of sequence of sections of section				In light of assessment, consider how best to deploy staff.
Security			Academy	
Section places to be consisted and a scale of motion of the consistent speciate for motion of the consistent updated for motion of the consistent speciate for motion of the consistent			Academy	
No Shade Seasons updated that to be Interest of Seasons and Season		See links to government guidance on full opening of academies.	All leaders	
starf who pervisorly fel into the content captering of their governously feel into the content captering feeling of their governously feeling		Collect and record at academy level ensuring GDPR guidelines are applied.	Academy	
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Use recovery resources created by the TCCT   Teaching institute staff to produce EOR and make available across our Trust which should help support the lower have fallen behind as well as cohorts (more generally.)	Consult CTO (Shirley Watson) on		Academy	It is important that individuals are supported in a consistent manner.
Teaching institute  Exploit the KOs created by the TCT  Tracing institute saff to produce KOs and make available across our Trust which should help support those who have fallen behind as well as cohorts in produce KOs and make available across our Trust which should help support those who have fallen behind as well as cohorts in Post of the Control				•
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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	
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Possible mitigations	Actions to ensure mitigation is operationalised	Lead	Academy Notes
Possible mitigations Follow local Health Protection Team advice and close the site where deemed necessary	Actions to ensure mitigation is operationalised  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.	Lead Academy	Academy Notes
Follow local Health Protection Team advice and close the site where deemed necessary Refine remote learning and working	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	Academy	Academy Notes



## 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	