

<b>Mitigation</b>	<b>Actions to ensure mitigation is operationalised</b>	<b>Lead</b>	<b>Academy Notes</b>
<b>Risk Assessment</b>	A risk assessment must be put in place and regularly reviewed and updated as appropriate.	Exec/HofE	
	Controls relating to an outbreak must be put in place to monitor whether the controls are effective and working as planned.	Academy	
<b>Mixing and 'bubbles'</b>	Bubbles are not required and therefore it is not necessary to keep children in consistent groups ('bubbles').	Academy	
	Assemblies can resume.	Academy	
	Alternative arrangements are no longer required at lunchtime and students can dine together.	Academy	
	In local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups if there is an outbreak.	Academy	
<b>Tracing close contacts and isolation</b>	Education settings will only need to do contact training up to Step 4. From Step 4, close contact training will be identified via NHS Test and Trace.	Academy	
	From 16 August 2021, students under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive Covid-19 case, however they will be advised to take a PCR test.	Academy	
	18 year olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point they will be subject to the same rules as adults and so if they choose not to get vaccinated they will need to self-isolate if identified as a close contact.	Academy	
	Academies will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting, a director of public health might advise that the academy temporarily reintroduces some control measures.	Academy	
<b>Face Coverings</b>	From Step 4, face coverings are no longer be advised for students, staff and visitors either in classrooms or communal areas. However, staff should carry a mask and should wear one if requested to do so.	Academy	
	From Step 4, face coverings are now recommended to be worn on dedicated transport to school or college but are no longer legally required on public transport.	Academy	
	Where there is an outbreak in school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by students, staff and visitors, unless exempt). In these circumstances, transparent face coverings, which may assist communication can be worn. Face coverings whether transparent or cloth should fit securely around the face to cover the nose and mouth.	Academy	
<b>Outbreak Management Plans</b>	Reference should be made to the Trust's Outbreak Management Plan and Infection Control Procedure which advise on how to operate if there were an outbreak in your academy or local area.	Academy	
	Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.		
	Several confirmed cases within 14 days may indicate there is an outbreak. If this is the case Academies should inform their Executive Principal and a decision will be taken as to whether there is a requirement to contact the dedicated advice service who will escalate to issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of the Trust's outbreak management plan/Infection Control Procedure.	Academy	
<b>Clean hands thoroughly more often than usual</b>	Frequent and thorough hand cleaning should now be regular practice and staff should ensure that students clean their hands regularly This can be done with soap and water or hand sanitiser.	Academy	
	Younger students, or those with additional needs, may need support / supervision with cleaning hands.	Academy	

	Regular placing of orders for soap, hand sanitisers, disinfectant wipes and tissues.	Academy	
	Handwashing reminders to be given to students and display handwashing guidance.	Academy	See government handwashing poster.
<b>Promote good respiratory hygiene</b>	Education to staff and students re 'catch it, bin it, kill it' approach.	Academy	
	Classrooms / offices to have accessible tissues to hand.	Estates	
	Lidded bins to be in place with red bin liners - these must be used for all PPE including tissues.	Estates	
<b>Maintain appropriate cleaning regimes, using standard products such as detergents</b>	Appropriate cleaning schedules should be put in place and maintained, this should include regular cleaning of areas and equipment (for example, twice per day) with a particular focus on frequently touched surfaces such as MFDs, keyboards and lifts.	Academy	
	Cleaning staff must be fully briefed regarding the RA and expectations regarding maintaining appropriate cleaning regimes. Campus Managers must deliver WTDs relating to cleaning at the start of each full term.	Academy/ Campus Mgr	
	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. Cleaners may not do all the usual dust control procedures in light of this.	Academy	
	Balance cleaning hours throughout the day and during an evening.	Academy	
<b>Keep occupied spaces well ventilated</b>	Ensure areas are well ventilated and that a comfortable teaching environment is maintained.	Academy	
	Poorly ventilated spaces must be identified and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays, open evenings.	Academy	
	A separate risk assessment must be completed for events such as school plays and open evenings and consideration should be given to ventilation.	Academy & HoE	
	Where mechanical ventilation systems exist, they should be maintained in accordance with the manufacturers' recommendations.	Estates	
	Mechanical ventilation systems must be adjusted to increase the ventilation rate, wherever possible, and checked to confirm that normal operations meets current guidance. Good ventilation reduces the concentration of any virus in the air and therefore reduces the risks from airborne transmission.	Estates	
	In cooler weather, windows must be partially opened to ensure ventilation is maintained, and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air. Where possible, high level windows should be opened in preference to low level to reduce draughts.	Academy / Estates	
	Opening internal doors can also assist with creating a throughput of air.	Academy	
	Encourage fresh air to circulate the building. Doors which are not a secure line or fire doors can be left	Academy	
<b>Where areas are identified as being poorly ventilated, ventilation must be improved.</b>	Identify areas within the academy that are usually occupied and are poorly ventilated i.e. look for areas where people work and there is no mechanical ventilation or natural ventilation such as open windows, doors or vents. Check that mechanical systems provide outdoor air, temperature control or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated. Reference must be made to the following link: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a>	Estates (Campus Managers)	
<b>Fans and air cleaning units</b>	Where there is no mechanical or natural ventilation, windows must be opened to provide natural ventilation. When the area is occupied, windows must not be closed to ensure the levels of ventilation are adequate. Campus Managers to work with individual academies to identify solutions to mitigate any risks.	Estates (Campus Managers)	
	Desk or ceiling fans can be used provided the area is well ventilated, but they <b>must not</b> be used in poorly ventilated areas.	Estates	
<b>When an individual develops Covid-19 symptoms or has a positive test</b>	Students, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on Covid-19.	Academy	
	If anyone develops Covid-19 symptoms, however mild, they should be sent home and they should follow public health guidance.	Academy	
	For everyone with symptoms, they should be advised to avoid using public transport and, wherever possible, be collected by a member of their family or household.	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).		

	If a child is waiting to be collected after displaying symptoms, where possible, they should be isolated behind a closed door. They should not be in a main circulation area. Appropriate PPE should be used if close contact is necessary. Any rooms they use should be cleaned after they have left.	Academy	
<b>Asymptomatic testing</b>	The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (Covid-19) infection.	Academy	
	Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest data it may be necessary to step measures up or down in future depending on local circumstances.	Academy	
	Over the summer, staff and secondary students should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings.	Academy	
	Academies will only provide tests for twice weekly asymptomatic testing for students and staff over the summer period if they are attending school settings.	Academy	
	Testing is still widely available over the summer and kits can be collected either from local pharmacies and ordered online.	Academy	
	All secondary students should receive 2 on-site lateral flow divide tests, 3 to 5 days apart, on their return in the autumn term. Academies may commence testing from 3 working days before the start of term and can stagger return of students across the first week to manage this. Students should then continue at least twice weekly at home until the end of September, when this will be reviewed.	Academy	
	Secondary schools should retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to students who are unable to test themselves at home. Primary age students (those in year 6 or below) are not required to test over the summer period.	Academy Academy	
<b>Confirmatory PCR tests</b>	New Year 7 students will be offered 2 tests at an ATS at the beginning of the autumn term. Academies may choose to start testing year 6 students earlier, including in summer schools, depending on their local circumstances.	Academy	
	Staff and students with a positive LFD test result should self-isolate in line with the 'stay at home guidance'. They will also need to get a PCR test to check if they have Covid-19.	Academy	
	Whilst awaiting the PCR result, the individual should continue to self-isolate.	Academy	
<b>Tracing up until Step 4</b>	If the PCR test is taken within 2 days of the positive LFD, and is negative, it overrides the self-test LFD test and the student can return to school, as long as the individual doesn't have any Covid-19 symptoms.	Academy.	
	<b>Up until Step 4</b> , Academies should continue to fulfil contact tracing responsibilities.	Academy	
	Where a case is identified, the academy should initiate contact tracing procedures.	Academy	
<b>CEV Students</b>	From Step 4, close contacts will be identified via NHS Test and Trace. Academies may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. Academies will continue to have a role in working with health protection teams in the case of a local outbreak.	Academy	
	All CEV students should attend school unless they are one of a very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to	Academy	
<b>Reception/Visitor Entrances</b>	Key contractors should be aware of control measures and ways of working that are in place.	HoE	
	Reception to continue to have screens and all visitors should 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	
	Reception staff should refuse entry to anyone, or anyone in their household, who has had a positive	Academy	
<b>Admitting students into school</b>	Principals can take the decision to refuse a student in school if they are displaying symptoms as it is necessary to protect other students and staff from possible infection with Covid-19. The decision should be carefully considered in light of all the circumstances and current public health advice.	Academy	
<b>Attendance</b>	Where a child is required to self-isolate or quarantine because of Covid-19 they should be recorded as code X (not attending in circumstances related to coronavirus).	Academy	
	Where they are unable to attend because they have a confirmed case of Covid-19 they should be recorded as code I (illness).	Academy	
	For students abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.	Academy	

	Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.	Academy	
<b>School workforce</b>	Staff in schools who are CEV should currently attend their place of work if they cannot work from home. Updated guidance will be published before Step 4.	Academy	
	Staff are encouraged to take up the offer of a vaccine.	Academy	
	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.	Academy	
	From the start of the new school term international visits that have been deferred or postponed can go ahead. New international visits for the future can also be planned.	Academy	
<b>Educational visits</b>	Academies should be aware that the travel list is subject to change and green list countries may be moved into amber or red. If travel lists change during a visit you must comply with international travel legislation and should have contingency plans in place to account for these changes.	Academy	
	When giving consideration to booking a new educational visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.	Academy	
	Full and thorough risk assessments should be completed for all educational visits and should include reference to any public health advice, such as hygiene and ventilation requirements. Schools should consult the health and safety guidance on educational visits when considering visits.	Academy	
<b>Meetings</b>	When holding meetings careful consideration should continue to be given to ensuring rooms are well ventilated and hand sanitisation. Social distancing should continue where possible.	Academy	
<b>Event Planning</b>	When hosting large events such as open evenings to include tours of sites, a risk assessment must be completed and consideration must be given to ventilation, movement around school, occupancy numbers and any practical activities that are planned e.g. making something in DT or using a PC. Social distancing should continue to be a factor in planning where possible, especially for larger group events. Refer to HoE for support if required.	Academy / HoE	
<b>Dedicated School Transport (minibuses)</b>	Additional cleaning of vehicles must continue to be put in place and fresh air through open windows must be maximised when in use.	Academy	
	Identify a member of the team who will deal with COVID-19 concerns. HR & Health Safety to be responded to by OBMs.	Academy	
<b>PSHE sessions on well-being</b>	On return, we need to reconnect and repurpose students.	Academy	
<b>Use of August training days to have face to face meetings with individuals</b>	Pastoral teams to identify any student who is or maybe anxious about their return to school. Arrange face to face meeting with appropriate mitigation to support their safe return to education. Think about PP students, SEN or students with a live safeguarding concern.	Academy	