



DOWNHAM MARKET
ACADEMY

Athena
Sixth Form College



EASTERN
LEARNING
ALLIANCE

Covid-19 Risk Assessment

Setting/Premises: Downham Market Academy

Location: Bexwell Road, Downham Market, Norfolk, PE38 9LL

Assessment Date: 28 July 2021
14 December 2021

Last Review Date: May 2021
August 2021

Assessment completed by: Mark Eastwood

Key infection control measures

Cleaning and disinfection

Item	Control Measures	Complete?	Notes & further information	Date required
	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day • Equipment and resources are disinfected on a daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene • Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. • Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use 	Yes	All rooms are cleaned daily and high-frequency touch points are cleaned throughout the day	Ongoing
	<ul style="list-style-type: none"> • If a surface is visibly dirty it is always cleaned prior to disinfection. 	Yes	Cleaning team are led by an experienced practitioner who devises a schedule	Ongoing
	<ul style="list-style-type: none"> • Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 	Yes		Ongoing
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> • Know the schedule information. • Have received relevant training/instruction • Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. • Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment. 	Yes	<p>All staff have access to cleaning spray and paper towels in all classrooms to clean door handles and light switches as needed</p> <p><i>A Health & Safety Site Officer vacancy has been advertised and should be filled for mid-January 2022</i></p>	Ongoing

Hand hygiene and respiratory hygiene arrangements

Item	Control Measures	Complete?	Notes & further information	Date required
Hand hygiene	<ul style="list-style-type: none"> Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing). Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts. Supervision arrangements are in place to support pupils with handwashing where it is needed. Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. Entrances are supervised on arrival in the morning to support hand sanitising. Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 	Yes	<p>All staff and students are advised on the importance of hand washing</p> <p>Every classroom and inside dining area is equipped with fixed hand sanitiser dispensers and students will be encouraged to use these as they and enter and leave the room as a minimum</p>	Ongoing
	Hand washing is carried out using running water (static bowls are not used)	Yes	All students have access to running warm water and soap	Ongoing
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Staff and student bathrooms have both hand dryers and paper towels	Ongoing
	Consideration has been given to replacing traditional taps with easy operating lever taps	No	Not financially viable	N/A
	<ul style="list-style-type: none"> Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. 	Yes	Every classroom and inside dining area is equipped with fixed hand sanitiser dispensers and students will be encouraged to use these as they and enter and leave the room as a minimum	Ongoing

	<ul style="list-style-type: none"> Hand sanitiser points are checked regularly and stock replenished where necessary. 		Cleaning staff will replenish any hand sanitiser bottles as necessary as part of the daily routine. Staff will notify of any empties during the day	
	Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes	Not necessary at this time	Ongoing
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	No	Dispensers are high quality and drips are rare	Ongoing
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	Cleaning team are aware of COSHH and store all chemicals appropriately and away from students	Ongoing
Respiratory Hygiene	<ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. Bins are emptied regularly throughout the day 	Yes	All classrooms have paper towel dispensers and a bin	Ongoing
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	Yes	As part of start of year routine and then frequent reminders	Ongoing

Ventilation (and use of outside space)

Item	Control Measures	Complete?	Notes & further information	Date required
Use of outside space	Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils.	Yes	Students will be encouraged to use outside spaces during good weather. Inside spaces for social times are large and carefully supervised	Ongoing
Increasing ventilation	<p>All areas of the premises have been reviewed including meeting rooms and office spaces.</p> <ul style="list-style-type: none"> Mechanical ventilation has been checked to ensure it provides fresh air to rooms Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air. Where fresh air provision is not adequate windows are also opened in these areas. Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented. 	Yes	Air conditioned is not recirculating where installed	Ongoing

	<ul style="list-style-type: none"> Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems) Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained. Non fire doors are secured in the open position Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access. 	Yes	<p>All classrooms and offices have at least one window which will be opened where weather conditions allow. Many classrooms have external doors that will be left open where weather conditions allows. Where classrooms open onto corridors, internal doors will be propped open</p> <p>Many classrooms have carbon dioxide monitors that will show staff when the room needs to be ventilated further</p>	Ongoing
	<p>During cooler weather:</p> <ul style="list-style-type: none"> Windows are fully opened before rooms are occupied and during breaks. Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. 	Yes	<p>See above</p> <p>Full uniform will be expected with appropriate layers of shirt, jumper and blazer meaning coats will not be needed inside</p> <p>Additional layers of clothing underneath the uniform such as tshirts are acceptable but should not be seen</p>	Ongoing
	<ul style="list-style-type: none"> Members of the team are nominated to ensure that windows are opened in accordance with the above Signage is provided to remind occupants not to fully close windows Regular checks are made to ensure that arrangements are being followed 	Yes	<p>Cleaners will open windows at the start of the day and reminders given to staff throughout the day as leaders conduct learning walks</p>	Ongoing
Reassurance measures	<ul style="list-style-type: none"> Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code 	Yes	<p>These are already installed in science labs</p> <p>When the Government provides more details on the distribution and installation, these will be added to rooms</p> <p>Many classrooms have carbon dioxide monitors that will show staff when the room needs to be ventilated further</p>	Ongoing

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes	Fans will be placed near windows to draw fresh air in and they will not be situated to blow air from one person to the next where possible	Ongoing
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes		Ongoing
Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less Equipment, machinery that prevent air circulating have been relocated where possible Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion). Fans are not used in poorly ventilated areas Advise has been sought from HSW for using these areas 	N/A	All rooms have a window	Ongoing

PPE

Item	Control Measures	Complete?	Notes & further information	Date required
PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	<p>Staff involved in first aid, on site Covid-19 testing and any other instances of close contact will follow all advice on wearing PPE</p> <p>Should other staff wish to wear PPE during the day for any additional duties, a plentiful supply is retained in school</p>	Ongoing

Educational visits and use of third-party premises

Item	Control Measures	Complete?	Notes & further information	Date required
International visits	Recommendations to not go on international visits this academic year up to and including the 5 September are followed.	Yes	No international visits are planned for 2021/22	Ongoing
All visits	<ul style="list-style-type: none"> Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity. 	Yes	New EVC receiving training in September 2021 and will ensure that all trips include specific risk	Ongoing

	<ul style="list-style-type: none"> The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation Where appropriate, the third-party provider is involved in planning arrangements. Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities There is an appropriate level of insurance cover for the visit The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements 		<p>assessments around being Covid-secure. This will be completed either by the trip leader directly or provided by the centre</p> <p>We are committed to ensuring that the school experience for our students is good and this includes both clubs and trips. Where safe and possible, these will continue as planned but in the event of any outbreaks, we may postpone or cancel trips. Refunds will be secured where possible.</p>	
Specific considerations	<ul style="list-style-type: none"> Additional factors needed for children (and staff) with SEND and medical conditions have been considered. There are contingency plans in place, for example, to respond to symptoms developing in the group. 	Yes		Ongoing

Transport and travel

Item	Control Measures	Complete?	Notes & further information	Date required
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Part of Covid-secure measures to be sent out to parents ahead of the start of term	Ongoing
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.	Yes		Ongoing
	Windows are opened during journeys where it is safe to do so	Yes	Any updates in national guidance or in local circumstance are communicated to staff and parents in writing and students via form tutors	Ongoing
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.	Yes		Ongoing
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		Ongoing

	<ul style="list-style-type: none"> Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings Staff are encouraged to wear face coverings when using public transport. 	Yes	Recommended but currently not enforceable	Ongoing
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Visitors

Item	Control Measures	Complete?	Notes & further information	Date required
	The time of visits occur so that visitors are separated from staff and pupils where possible.	Yes	Appointment times will try to avoid busy times at the start and end of the day Meetings may be virtual where appropriate and if cases increase	Ongoing
	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out	Yes	Dedicated meeting spaces available and any offices used for meetings are large with windows that can be opened	Ongoing
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> That you encourage participation in asymptomatic testing Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. To leave the setting immediately if they develop symptoms Hand shaking should be avoided 	Yes	Visitors will be advised of covid-secure measures prior to their visit and these will also be displayed in the main reception area	Ongoing
	On arrival visitors will be: <ul style="list-style-type: none"> Provided with relevant site information Asked to perform hand hygiene Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. 			Ongoing
	Visitors will use their own pen or will be provided with a pen that they take with them.	N/A	Visitors sign in on an iPad. Hand sanitiser is provided and the screen will be wiped down regularly	Ongoing
	A QR code is in place for events involving large numbers of visitors.	N/A		Ongoing
	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.	Yes	Furniture has been removed from the main reception area Furniture in meeting rooms will be spaced appropriately	Ongoing

Catering

Item	Control Measures	Complete?	Notes & further information	Date required
Catering supplies	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance .	N/A	DMA catering is in house and follows all relevant guidance	Ongoing
	Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance			Ongoing
Vending machines	<ul style="list-style-type: none"> Vending machine disinfection is incorporated into the touch point cleaning arrangements. Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection slot, therefore performing hand hygiene before and after use is reinforced. Hand sanitiser and disinfectant wipes are provided next to them with instruction to use before and after. 	Yes	New vending machine at Athena Sixth Form College only	Ongoing

Health, well-being and attendance

Asymptomatic testing

Item	Control Measures	Complete?	Notes & further information	Date required
Autumn return	<ul style="list-style-type: none"> Secondary pupils are offered 2 onsite lateral flow tests 3 to 5 days apart on their return (this can commence 3 working days before the start of term and staggered return applied across the first week). Staff and secondary pupils are encouraged to continue to test twice weekly until notified. A small asymptomatic testing site is retained on site at secondary settings so that pupils who are unable to test at home can use this facility. Lateral Flow Device testing arrangements are followed as detailed in guidance on the COVID-19 website for Norfolk Schools The risk assessment templates for LFD testing have been completed as appropriate 	Yes	<p>All students in years 8-13 were provided with enough lateral flow tests to use in the week prior to returning in September and will be encouraged to do so to prevent any positive cases arriving in school</p> <p>All students have been offered on site testing for September and this will be set up following relevant guidance</p> <p>All students are encouraged to complete twice weekly tests at home and parents receive reminders from TestRegister every Sunday and Wednesday. Tests are ordered in advance so the school always has a plentiful supply.</p>	Ongoing
Vaccination	<ul style="list-style-type: none"> Where eligible, staff and students are encouraged to participate in the vaccination programme. 	Yes	<p>All staff have been encouraged to get the vaccine as soon as they are offered it with cover being available for teaching staff</p> <p>Information on the SAIS vaccination programme for 12-15 year olds is shared with parents/carers and logistical support is offered on the day to ensure smooth running and as many students as possible get the vaccination but we are limited by the size of the team sent to us to administer the doses</p>	Ongoing

First aid

Item	Control Measures	Complete?	Notes & further information	Date required
First aid – all settings	<ul style="list-style-type: none"> COVID-19 First Aid guidance is followed. 	Yes	First aid procedures in place and all first aiders aware of requirements for wearing PPE	Ongoing

Individual risk - pupils

Item	Control Measures	Complete?	Notes & further information	Date required
Clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. 	Yes	As needed	Ongoing
Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> Individual risk assessments will be carried out for pupils who are at an increased risk 	Yes	As needed	Ongoing
Aerosol generating procedures	<ul style="list-style-type: none"> A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on APG's Educational Settings Guidance on APG's 	Yes	As needed	Ongoing

Individual support planning

Item	Control Measures	Complete?	Notes & further information	Date required
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	Behaviour policy reviewed annually and expectations made clear to all students, parents and staff	Ongoing
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	These will be revisited prior to the students returning as necessary	Ongoing
	Support plans include: <ul style="list-style-type: none"> Specific cleaning and disinfection requirements such as changing beds and wheelchairs. Ensuring that staff increase their level of self protection, Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after Checking that the person does not have symptoms as detailed in the compliance code. 	N/A	Support plans do not require these measures at present but will be implemented if needed	Ongoing

	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes	One student requires close contact work from a dedicated worker who will be aware of the need for PPE	Ongoing
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Wellbeing and attendance

Item	Control Measures	Complete?	Notes & further information	Date required
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.	Yes	All students are offered pastoral support from their form tutor and head of year – this is proactive through our PSHE curriculum and reactive for any who identify additional needs. Students have many ways to report concerns with their wellbeing and are regularly reminded how to access these as well as signposting local and national wellbeing services	Ongoing
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.			
	Available resources are used to identify and support students and staff who exhibit signs of distress.			
	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.	Yes	All students are aware of covid-secure measures and any behaviour that compromises this will be challenged immediately and severely	Ongoing
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	Yes	Attendance expectations are made clear and appropriate support or challenge will be implemented for any student who does not attend regularly	Ongoing

Staff health and well-being

Item	Control Measures	Complete?	Notes & further information	Date required
Individual assessment	<ul style="list-style-type: none"> All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the template provided is used to record conversations and agreed control measures. 	Yes	All staff requiring a risk assessment are identified and these are regularly updated and reviewed	Ongoing

Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	All staff are aware of our commitment to ensure their wellbeing through in house support mechanisms and also external means through the Schools Advisory Service	Ongoing
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Self-Isolation Arrangements – Staff and Pupils

Item	Control Measures	Complete?	Notes & further information	Date required
Symptoms	<ul style="list-style-type: none"> Staff know to go home as soon as possible if they develop symptoms of COVID-19 Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day Anyone who has developed symptoms and cannot go home immediately will wait in the designated room Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks 	Yes	<p>Part of reminders in September</p> <p>Dedicated spaces available to supervise students who are waiting to be collected</p> <p><i>These are regularly communicated to parents with key staff fully aware of current rules to be able to advise parents appropriately of next steps</i></p>	Ongoing
Self-isolation criteria	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> Where notified by NHS Test and Trace In line with travel - Entering the UK If the person has COVID-19 symptoms On receiving a positive LFD or PCR test 	Yes	<p>Only those with symptoms or who test positive are required to self isolate</p> <p><i>As guidance changes, we will advise anybody affected accordingly</i></p>	Ongoing

Collaboration

General Arrangements

Item	Control Measures	Complete?	Notes & further information	Date required
General Arrangements	<ul style="list-style-type: none"> Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned. 	Yes	Open lines of communication for all via face to face or virtual meetings; emails; telephone and dedicated forms on the school website	Ongoing

	<ul style="list-style-type: none"> The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers. Where required the setting has added additional information that has been identified in this risk assessment. 	Yes		Ongoing
	<ul style="list-style-type: none"> Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making 	N/A	All extracurricular activities provided are in house	Ongoing
	<ul style="list-style-type: none"> The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary. 	Yes	As needed	Ongoing
All staff instruction and involvement	<ul style="list-style-type: none"> Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. All staff have confirmed that they are confident in applying the control measures identified in this assessment. Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). Staff have been given the opportunity to discuss and resolve any concerns that they have Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes 	Yes	<p>As part of September training sessions and all information shared and readily available</p> <p>Updates to guidance around emergence of the Omicron variant were clearly communicated to staff with opportunity for 1:1 discussion</p>	Ongoing

Respectful space

Item	Control Measures	Complete?	Notes & further information	Date required
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	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> Continued cohorting of staff Utilisation of online meetings and training Keeping numbers minimised for in person meetings and training Reduction of pinch points and areas of congestion Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible 	Yes	Many meetings will continue to take place virtually	Ongoing
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Hiring School Premises (and providing premises for club use)

Item	Control Measures	Complete?	Notes & further information	Date required
Lettings	<ul style="list-style-type: none"> Cleaning and disinfection requirements are established for all areas used (premises and equipment) 	Yes	Our own Covid-secure measures will be shared with any organisers of lettings and they will share their own risk assessments with DMA staff	Ongoing
	<ul style="list-style-type: none"> Information about ventilation requirements is provided to the user 			Ongoing
	<ul style="list-style-type: none"> The school and user have agreed and confirmed their responsibilities prior to use, The hirer has confirmed that they are following COVID-19 control measures for their activities The use of QR codes is encouraged where members of the public take part in the activity. 			Ongoing

Review

Item	Control Measures	Complete?	Notes & further information	Date required
Review	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> Effective Working as planned Updated appropriately (reflecting updates to the compliance code) 	Yes	Risk assessment will be regularly reviewed as any further developments are shared	Ongoing

Any other actions that are not listed above

Item	Control Measures	Complete?	Notes & further information	Date required
Contingency plan	There is a contingency plan should a local outbreak occur or if national guidance changes. This describes measures that could be implemented if	Yes		Ongoing

	<p>advised to take further action to that above by the Outbreak Management Team.</p> <p>In the event of another national lockdown, DMA is organised for an immediate move to remote learning for the majority of students with onsite provision for vulnerable children, those who's parents are key workers and any other student identified by the school as would benefit from being in school rather than at home eg. those who are due to sit exams.</p>			

Assessor's Name: Mark Eastwood	Manager's Name: Rolf Purvis
Position: Head of School	Position: Executive Headteacher
Signature: 	Signature: