

COVID-19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: St Martin's School

OWNER: Ian Smyrk

DATE: 16 December 2021 (latest update 16 December 2021)

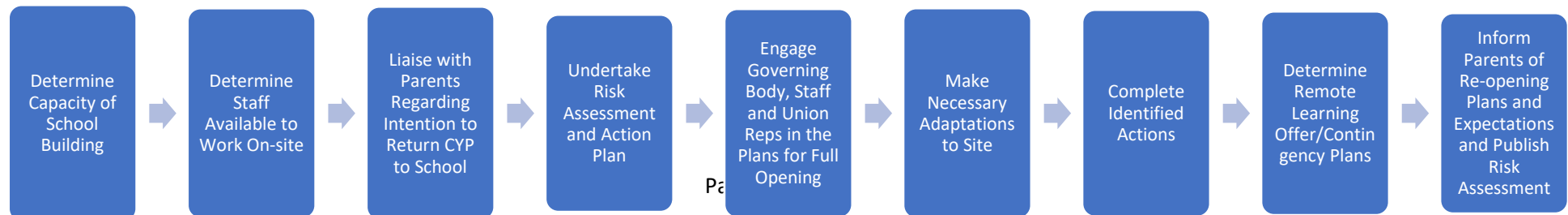
Purpose of this document:

This COVID-19: Risk Assessment and Action Plan document sets out the decisions taken and measures implemented to prepare for the full re-opening of the school and to ensure that the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including, but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Children and Young People (CYP) Response Plan
- Department for Education (DfE) Guidance relating to COVID-19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:



Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities	4
Emergency Evacuations.....	8
Cleaning and Waste Disposal	9
Classrooms.....	11
Staffing.....	14
Group Sizes	22
Social Distancing.....	22
Catering.....	28
Personal Protective Equipment (PPE).....	29
Response to Suspected/ Confirmed Case of COVID-19 in School.....	30
Pupil Re-orientation	31
Partial Re-opening in the event of further closures	33
Transition (<i>into new Year Group</i>)	34
Safeguarding.....	Error! Bookmark not defined.
CYP with Special Educational Needs and Disabilities (SEND)	44
Attendance	45
Communication	45
Governors/ Governance.....	47
School Events, including Trips.....	48
Finance.....	49
Transport.....	490

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Estate Manager/Site is unavailable	H	<p>Nature of site and fully staffed site team ensure there are suitably trained persons available at all times.</p> <p>Site manager has maintained contact with key contractors to ensure statutory/compliance building maintenance is undertaken.</p> <p>Contractors to undertake own risk assessment.</p>	Ongoing	L
		Site has been closed for prolonged period	M	<p>Carry out a formal / recorded full pre-opening premises inspection.</p> <p>Primec- water treatment specialist company commissioned to chlorinate and flush the complete system for all hot and cold water.</p>	31-08-20	L

	Food remains in the freezer and food areas become dusty/dirty over time	Food remains in the freezer	M	Site staff to undertake regular flushing of less used outlets Checks to all fridges and freezers carried out by site staff daily as part of opening regime.	Ongoing	L
	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	Office staff desks spaced where possible. Staff to sit facing away from each other/distanced. Hand sanitiser to be made available.	15-08-20 ongoing	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	External areas to be clearly zoned for different Year Groups to allow bubbles to be maintained Signage in place to remind staff and students of need to social distance.	19-08-20	L
	Consideration given to premises lettings and approach in place.	Hall repurposed as a socially distanced classroom. Cannot be let and reassembled with	M	Lettings are planned to restart on 14.09.20 on the Astro Turf only. Risk assessment and	14-09-20	L

		sufficient time for cleaning in between.		guidelines being written at the moment.		
	Consideration given to the arrangements for any deliveries.	Reduced staff on site means deliveries are missed.	M	Suppliers to avoid deliveries at the start and end of the day.	01-09-20	L
	Mass testing site is COVID -19 secure and functioning efficiently.	Mass testing arrangements are not COVID-19 secure	H	<p>5 bays now in operation to speed up flow of students</p> <p>New online parental consent form in place to eradicate gaps in paperwork</p> <p>New staff are all trained and have had further training from staff that have been carrying out tests since January.</p> <p>All PPE is changed at the beginning and end of each shift.</p> <p>Each station is cleaned down by staff after each student is seen.</p> <p>Extra control staff in place to administer Processing section</p>	14-01-21	L

				<p>Floating cleaner in place to assist on all areas</p> <p>Waiting, and therefore queuing is kept to a minimum by staggered entry to centre to allow for social distancing.</p> <p>Separate entrances and exits for students.</p> <p>Move made to bigger area in boys gym to allow for more testing every hour.</p> <p>Schedule now in place for 2nd and 3rd tests to include separate waiting areas for different year groups</p>	1-03-21	L
	Whole school to be tested before spring term	Students not tested in school do not test at home		<p>Staggered starts required to carry out testing for whole school No students in different years mixing before testing</p>	04.01.22–6.01.22	L

Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Current evacuation routes would cause multiple groups of people to come into contact. Alternatives that are more appropriate are possible.	M	Pupils and staff to be made aware that evacuation should be to zoned/bubble areas of site until further notice. To be kept under review. Emergency evacuation procedure to reflect change.	Ongoing	L
	Consideration given to PEEP – buddies are assigned or reassigned according to available persons.	Staff needing to work from home are current PEEP buddies and so reassignment necessary.	M	Buddy system updated as required.	Ongoing	L

	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.			Fire drill evacuation to continue to be in the normal fire drill spots with social distance in place. Fire drill will take place on 04.09.20	04-09-20	L
Cleaning and Waste Disposal	Enhanced cleaning regime is in place in line with <u>COVID-19: Cleaning in non-healthcare settings guidance</u> .	Guidance is not clear and open to interpretation.	M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and hand wash are to be checked and replaced as needed by site team and cleaning staff. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	Ongoing	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Staff absence. No change to cleaning schedule	M	Additional day cleaners to be organised to help support cleaning during	2-09-20	L

				school day. School taking over cleaning contract from external company. Alteration of working patterns arranged.		
	Adequate cleaning supplies and facilities around the school are in place.	No hand sanitiser for visitors to reception.	M	Currently have high stocks due to pre ordering. Order for sanitiser units, solution and bins placed. Further deliveries will be ongoing as needed	1-09-20 Resources now received	L
	Arrangements for longer-term continual supplies are also in place.	Low supply of soap/sanitizer	H	Hand sanitiser available in every class throughout school. Lidded bins in classrooms	Ongoing	L
		Classrooms do not have tissues.	H	Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach	Ongoing	L
	Sufficient time is available for the enhanced cleaning regime to take place.	Extra-curricular activities start up too early	M	All staff advised to vacate classrooms promptly after school in	Ongoing	L

				order for cleaning to be undertaken.		
	Waste disposal process in place for potentially contaminated waste.	Failure of 3 rd party to collect waste in agreed timeframe	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Ongoing	L
	Mass Testing Disposal is carried out correctly.		M	Site staff ensure different colour waste bags for different types of waste are disposed of correctly.	14-01-21	L
Classrooms	The vast majority of teaching staff have their own rooms. When they need to teach in other areas then there will be a pack of wipes available to wipe down the desk surface, keyboard, mouse and chair.	Classrooms still arranged in normal classroom plan and not deep cleaned.	M	Classrooms have all the same lay out. HOFs briefed on this during latest CSG Meeting on 14-07-20. Desks facing the front and students sitting in two facing the front as much as possible.	14-07-20 Ongoing	L

		Teachers spray down each computer and mouse before and after previous use by member of staff.	M	All classrooms have the necessary cleaning equipment available at all times. Staff reminded of the need for regular cleaning when changing rooms.	Ongoing	L
	Classrooms have been rearranged to allow as much space between students and teacher.	Significant change to classroom layout to underline the new normal.	M	Teachers will be encouraged to open windows and keep doors open to increase circulation in all classrooms. Teachers encouraged to teach from the front and to keep the front desk empty whenever possible.	02-09-20	L
	Congested stairways have one way systems imposed where possible.	Students access classrooms any way they wish	M	Teachers will enforce all students to follow the one-way systems. Staff to be at classroom doors. Two staircases up only and two down staircases only.	Ready for 02-09-20	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited as much as possible.	Writing equipment can be given out, but does not need to be returned.	M	Teacher will use handouts when needed.	Ongoing	L

	<p>Parents have been reminded about equipment and students bringing all their own learning materials including an apron for art and technology lessons</p> <p>Information posters are displayed in every classroom and every corridor about the importance of hand washing and remaining socially distant from other Year Groups.</p>	<p>Students forget equipment</p> <p>No COVID-19 information posters currently in place. Limited reminders/ awareness for children.</p>	<p>M</p> <p>M</p>	<p>Important information can be captured by the students via their mobile phones.</p> <p>If students do not have their own writing equipment, then pens will be given out and not shared or returned. Cleaning products used</p> <p>Stay alert, PHE, social distancing and hand washing posters displayed</p>	<p>Letter went home to parents on 15-07-20</p> <p>Ongoing</p>	<p>L</p> <p>L</p>
	CO2 Monitors put in class and communal rooms	Not all rooms covered due to lack of supplies	M	Resetting needed to ensure working properly	November 2021	M

Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENDCo • Caretaker/site member • Office staff member 	<p>Staff absence too high to run school effectively due to suspected COVID-19 infection or self-isolation due to family member.</p>	H	<p>All teaching staff to be reminded to report for work each day on 01-09-20.</p> <p>Support staff who can work from home can continue to do so.</p>	14-07-20	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Staff fail to report an absence due to COVID-19</p>	M	<p>Staff reminded to report in to cover supervisor if unwell by 7.30.</p>	01-09-20	L
		<p>Staff experience symptoms of COVID-19 during school day.</p>	H	<p>Any staff falling ill through the school day should immediately isolate themselves and contact a Deputy Head (DH)/Headteacher (HT)</p>	Ongoing	M

		School unaware that staff have suspected infection	H	<p>to request to be sent home.</p> <p>Any staff experiencing symptoms of COVID-19 must inform the school and contact 911 or the government</p> <p>website to arrange a test. https://www.nhs.uk/conditions/coronavirus-COVID-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</p>	Ongoing	M
	<p>Arrangements for staff who are working from home are in place.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	Support staff working from home may not be up to date with current arrangements	M	Line managers to e-mail at least weekly. Staff members to log into school e-mail twice daily.	Ongoing	L

	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and DSLs) – on a weekly rather than daily basis to minimise contacts.	High level of absence due to spike in staff testing positive for COVID-19	M	Sickness levels at SMS are traditionally extremely low. Three cover supervisors and staff with SLACK on their timetable will cover in the first instance. DH(HR) will procure agency provision if necessary	01-09-20	L
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Staff have adapted to a casual dress style during the lockdown period	M	DH(HR) to inform staff of return to dress code (uniform/business wear) is as normal on the INSET day on 01-09-20	01-09-20	L
	Approaches for meetings and staff training in place.	Exec has 12 members so need to consider appropriate space Staff is too large to attend training in one venue.	M H	SLT meetings in Seminar room 1m apart. Exec meeting in S003 W 1m+ apart. Whole school training on 01-09-20 to be split across two venues to accommodate teaching (South Hall) and support staff (North Hall) separately	Ongoing 01-09-20	L L

		Candidates are reluctant to attend a face to face interview	M	Interviews carried out via Zoom where appropriate	Ongoing	L
		HR support/union representation refuse to attend face-to-face meetings.	M	HR meetings face to face (+1m apart) in Seminar room with HR support remote.	Ongoing	L
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Local lockdown could result in a return to remote learning.	M	Staff to ensure they are familiar with voice editing for PowerPoint or the use of Teams to deliver remote lessons. Assistant Headteacher (AHT) Assessment Recording Reporting (ARR) to provide online training in last week of term for staff unfamiliar with Teams.	13.07.20 (review in September)	L
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place, staff are aware of controls and processes in	N/A	N/A	N/A	N/A	N/A

	respect of tasks with which they are unfamiliar.					
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Staff are unaware of help available for students</p> <p>Anxiety makes approaching a return to school in September difficult.</p>	M	<p>Videos/ one to one support/ Mental Health First Aiders PIPs trained for peer support and referrals to outside agencies where appropriate. Self-help toolkit sent to all parents as well as regular update links online.</p>	Ongoing	L
			H	<p>Staff advised of Essex County Council (ECC) support through Juniper education at https://junipereducation.org/working-from-home/</p> <p>Risk Alert mental health resources provided. (Sent by e-mail 11-05-20)</p> <p>Risk Assessment to be carried out with all staff who have been shielding, self-isolating</p>	Ongoing	M

				to 01-08-20 and BAME staff on 01-09-20.		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff unsure of the procedure for testing if presenting with symptoms for COVID-19.	H	<p>Guidance from Government how to obtain a test sent to staff 24-04-20 https://www.nhs.uk/conditions/coronavirus-COVID-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</p> <p>E-mail sent to all staff working from home to signal ending of self-isolation period on 01-08-20 (16-07-20)</p>	Ongoing	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters non-compliant on 01-09-20	M	<p>DBS checks carried out remotely. Pre-employment checks and induction procedures carried out observing distancing measures.</p> <p>Procedures for induction of new staff</p>	Ongoing 16-07-20	L

				on site following social distancing procedures. Induction App sent to all new starters by Assistant Headteacher (AHT) i/c new staff.	20-07-20	
	Return to school procedures are clear for all staff.	Staff are unaware of expectations from 01-09-20 onwards	M	Staff informed of return to full provision by letter from HT. Shielding staff informed by e-mail by Deputy Headteacher (HR) Updated as Government advice changes	16-07-20	L
	Arrangements to return any furloughed staff in place.	No furloughed staff		N/A		
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Outstanding contracts for staff starting on 01-09-20	M	All contracts issued during summer break. Pre-employment checks carried out observing social distancing measures.	20-07-20	L

				DBS checks carried out remotely.		
	Any HR processes that were in-train prior to or put on hold due to the COVID-19 emergency, have been appropriately resolved.	Staff resign over the summer break	M	E-mail contact established between re-eastern and Juniper. Deputy Headteacher (HR) to manage remotely	Ongoing	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Contractors on site without site staff being aware.	H	Contractors to report to site office/reception and sign in.	Ongoing	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.	1:1 music lessons are not delivered in a COVID -19 secure environment	H	Practice rooms to be set out with 1+ metre distance between teacher and student. No singing lessons.	Ongoing	L

Group Sizes	Classes will be as normal to allow for full access to curriculum in appropriate ability sets.	Students try to change groups once set	L	Strict monitoring with registers taken	06-07-20 Ongoing	L
	Gatherings (eg assemblies) and extracurricular clubs reviewed regularly	Not monitoring Covid cases and so letting gatherings continue when they should be postponed	M	Weekly reviews in SLT meetings	Ongoing	L
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> Natural staggered school drop off 	Students arriving together	H	Duty teams to welcome students and ensure social distancing takes place.	Ongoing	L
	<ul style="list-style-type: none"> Staggered or limited amounts of moving around the school/ corridors 	Bottlenecks on entrance and exit	H	Extra staff on duty and staff in corridors at start and end of lessons. Key Stage (KS) 3 finish lessons earlier to ease congestion	Ongoing	L
	<ul style="list-style-type: none"> Break and lunch times are staggered. 	Students not adhering to designated areas	M	Students go straight to designated areas on	Ongoing	M

	<p>Designated areas for Year Group bubbles.</p> <ul style="list-style-type: none"> Staggered lunch and breaks to allow for social distancing while queuing. 	<p>All students mixing together unsupervised</p> <p>Queues at lunch to slow causing crowding. Congested dinner tables.</p>	<p>H</p> <p>H</p>	<p>arrival at school after getting refreshments and straight home afterwards</p> <p>Students go straight to designated areas after buying refreshments. Seating areas to be taped off and out of use. Extra barriers in place</p> <p>Beginning and end of lunch to be staggered minimising queuing. Grab and Go refreshments available on site to speed up delivery and queuing. Extra barriers put in place. Floor markings and barriers in place for corridors and entrances to building.</p> <p>Use of the outside of the building as much as possible.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>L</p> <p>M</p>
--	--	--	-------------------	--	-------------------------------	-------------------

	<ul style="list-style-type: none"> Toilet arrangements in place to allow for social distancing 	Students allowed to go to toilet in groups	H	<p>Entrances and exits monitored by staff. Signage and constant reminders</p> <p>Not all toilets in use to aid social distancing. Floor markings in place in corridors</p>	Ongoing	L
	<ul style="list-style-type: none"> Classroom design 	Small classrooms in use	M	Only biggest classrooms with good ventilation to be used as much as possible. Desks to be in rows to minimise face-to-face contact.	15-07-20 Ongoing review	L
	Information shared with parents regarding pupils travelling to school, encouraging walking and	Parents unaware of situation	M	Separate letters for general principles and each KS sent to parents	14-07-20	L

	avoiding public transport as much as possible.			outlining expectations and precise guidance		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Students ignore instructions Staff not present on time	M	On arrival, duty staff to move students straight to designated year bubble areas/tutor rooms. Signs and tape in place to show social distancing.	Ongoing	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Students ignoring instructions and guidelines	M	Sanctions in place as per Discipline with Dignity protocols. Handwashing and cleaning (if needed) Deeper clean by cleaning staff Cleaning rota increased during school day Use of hand sanitiser in every class Conversations with parents	Ongoing	L

				<p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p> <p>Close monitoring of staff on duty rota</p> <p>Staff supervision of students</p> <p>Regular formal reminders and signage</p>		
	<p>Social distancing plans communicated with parents, including approach to breaches.</p> <p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>	<p>Students ignoring procedures</p> <p>Staff forgetting about assembly postponement</p>	<p>M</p> <p>L</p>	<p>Separate letters for general principles and each KS sent to parents outlining expectations and precise guidance</p> <p>All assemblies have been cancelled until further notice. Regular reminders</p>	<p>14-07-20</p> <p>14-07-20</p>	<p>L</p> <p>L</p>
	<p>Arrangements in place for the use of the playground, including equipment.</p> <p>NB: outdoor equipment should not be used unless it is appropriately cleaned</p>	<p>Students allowed to use equipment unsupervised.</p>	<p>M</p>	<p>Seating areas taped up and out of use</p> <p>No outdoor equipment to be used</p>	<p>Ongoing</p>	<p>L</p>

	<p>between groups of children and young people using it. Multiple groups do not use it simultaneously.</p> <p>Open morning tours to go ahead with small groups in one family only. Individual seating, individual guides and face masks to be worn by adults.</p> <p>All visitors to wear face masks and social distance. Visitors to report to reception. Perspex screen between receptionist and visitor to minimise face to face contact. Visitors to sign in using electronic system. Hand sanitiser available on reception desk. Students escorts to wear masks and social distance.</p>	<p>Parents do not have face masks</p> <p>Visitors do not have face masks.</p> <p>Students do not have face mask.</p> <p>Visitors who arrive without appointments.</p> <p>External agencies, visitors coming in to school for scheduled meetings.</p>	<p>H</p> <p>M</p> <p>M</p> <p>M</p>	<p>Staff to supervise during entrance/ breaks and exit</p> <p>Face masks to be given out and continued reminders of social distancing throughout, no doors to be held open by students.</p> <p>Face masks and extra sanitiser to be available. Reception sign in screen to be cleaned with antibacterial wipes after each use.</p> <p>Arrange appointments, keep reception clear and visitors seated 2m distanced.</p> <p>Minimise visitors around break and lunch times/lesson movement times.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
--	---	--	-------------------------------------	---	---	-------------------------------------

	Face masks re-introduced			<p>Hold meetings in well ventilated rooms with social distanced individual seating in place.</p> <p>Meetings to be held virtually where possible.</p> <p>Face masks to be worn in communal areas by students and staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>November 2021 Ongoing</p>	<p>L</p> <p>L</p> <p>L</p>
Catering	<p>Arrangements in place to provide food to CYP on site, including the requirement for universal free school meals (FSM).</p>	<p>School kitchen has been closed.</p> <p>Service outlets too slow</p>	<p>M</p> <p>H</p>	<p>Liaise with catering team regarding its availability to work. Meetings have been held with provider regarding opening all outlets from 01-09-20.</p> <p>Grab and Go menu to allow minimum contact. Till adapted to contactless payment. Extra barriers in place to aid queuing</p>	<p>20-07-20</p> <p>20.08.20</p>	<p>L</p> <p>L</p>

	Arrangements for the continued provision of FSMs for children not attending school are in place.	FSM pupils are not catered for once back at school	M	All pupils to be provided food at break and lunch from 02-09-20. Breakfast offer to be deferred at start of term, but kept under review. Parents to be informed.	15.07.20	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Pupils mix with others not in their bubbles at break and lunch	H	Zoned bubbles created on site and clearly signposted. Barriers to be assembled to ensure management of queues.	Ongoing	L
	Arrangements for food deliveries in place	Food supplies are not maintained	M	Catering provider addressing with supply chain	26.08.20	L
PPE	PPE requirements understood and appropriate supplies in place. Long-term approach to obtaining adequate PPE supplies in place.	Government advice on PPE requirement changes Teaching and support staff request PPE due to individual circumstances	H M	PPE required by Site Team held. Estate Manager held meeting with supplier of PPE. Advice regarding PPE required in schools being kept under review.	Ongoing Ongoing	M L
	Since step 3 of roadmap students and staff no longer	Staff and students have been informed that they may wear	L	All staff and students have been informed of	17-05-21	L

	need to wear face coverings in communal areas.	face coverings at any time if they wish but they do not need to.		the update in wearing face coverings or face masks 14-05-21		
Response to Suspected/ Confirmed Case of COVID-19 in School	<p>Approach to confirmed COVID-19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	Arrangements are unclear and lead to delay in taking action.	M	<p>SLT to be informed immediately. SLT to inform other relevant staff.</p> <p>Designated area to be used if individual is displaying symptoms and needs to be isolated.</p> <p>All areas where individual has accessed to be immediately placed out of use and deep cleaned (including designated area after use).</p> <p>Staff and parents of pupils exposed to risk to be informed within 2 hours</p>	Ongoing	L

				Health Protection Team to be informed		
	<p>Approach to confirmed COVID-19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	School is not notified by staff/parents	M	<p>SLT to be informed immediately. SLT to inform other relevant staff.</p> <p>All areas individual has accessed to be immediately placed out of use and deep cleaned (including designated area after use).</p> <p>Staff and parents of pupils exposed to risk to be informed within 2 hours</p> <p>Health Protection Team to be informed</p>	Ongoing	L
Pupil Re-orientation	Approach and expectations around school uniform determined and communicated with parents along with staggered break	Students not aware of new approach	M	Letter to parents sent on 15-07-20 containing most return to school information.	15-07-20 Ongoing	L

(back into school after a period of closure/ being at home)	and lunchtimes as well as a different end to the school day for KS3 and KS4.					
	Slight changes to the school day/timetables shared with parents and teaching staff.	Students not aware of new approach	M	This has been detailed in the letter dated 15-07-20	15-07-20	L
	All students instructed to bring all their basic equipment for school as well as an apron for art and technology lessons.	Students forget/do not bring equipment	M	This is detailed in the letter dated 15-07-20.	15-07-20	L
	Approach to preparing pupils for a return to school will be included in form time briefing by the form tutor during the first day back.	Poor communication leads to students/parents not knowing their indoor and outdoor 'bubble' areas and expected standards	M	All teaching staff briefed during the first day back presentations on 01-09-20.	02-09-20	L
	Information slides will be sent to all teaching staff before they return to school to ensure understanding and compliance.		M	Students aware of all their designated areas from the first day back. Extra staff supervision at break time and lunchtime will be evident.	Ongoing	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Parents unaware of procedure or unaware of the range of support on offer	M	Students, families and staff seen face to face for support where necessary by Social and Emotional Aspects of Learning (SEAL) Co-ordinator. Information on website and students targeted	Ongoing	L

	<p>Consideration of the impact of COVID-19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support <p>Pupil Premium Grant (PPG) / vulnerable groups</p>	<p>Risk that some families will be unable to travel on public transport</p>	H	<p>Referrals from Pastoral team to safeguarding lead and deputy for Team around the Family meetings where appropriate to identify needs and support. All families have access to intervention and support when and if needed through the Pastoral team in each Year Group.</p>	Ongoing	M
<p>Potential for Partial closure in the event of further closure</p>	<p>All students have access to a blended approach to learning if needed. Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</p>	<p>Students fall behind their peers due to lack of adequate IT facilities and/or lack of internet access.</p>	M	<p>Students who continue to need to work from home will have a technology audit.</p> <p>When individual cases occur the relevant Head of Year (HoY) assesses blended approach</p>	Ongoing	L

				needs for each individual child The small number of students without the necessary IT equipment will be loaned a school laptop.		
	Microsoft Teams now up and running.	Staff and students not trained	M	Online INSETS and support available for staff	01-07-20	L
Transition (into new Year Group). What will need to be different this year because of COVID-19?	Online/ website support for families and young people around transition.	No transition in place. Year 6 pupils do not come in.	M	Two Primary to Secondary transition videos sent to parents and students to reduce fear. One to support parent concerns and the second to introduce a virtual tour and present our Pupils in Peer (PIP) support, who will assist with Year 6 induction and settling in, being responsible for Secondary circle time. Liaising remotely or face to face, where	After half term Virtual video on web site 12-06-20	L
			M			Ongoing

				possible, with Primary School HTs, SENCOs and DSLs to identify needs of vulnerable students both SEND and Social Care		
	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc. (lead in times) • Post 16 • School Leavers 	Parents and Year 6 students anxious about starting as not all the usual transition work will be able to take place such as induction days and uniform sales events	H	<p>Information updates to be sent out on Twitter to Year 6</p> <p>Next steps letter sent to Year 6 to allay anxiety</p> <p>Some Year 6 feeder Primary visits gone ahead as planned Uniform supplier contacted about free returns and parents informed</p> <p>Year 6 Cognitive Ability Tests (CATs), school tour with prefects and induction talk with Deputy Headteacher (HR) /Key stage 3 Leader Year 6 letter sent to parents regarding September</p>	<p>Ongoing</p> <p>06-07-20</p> <p>July 20</p> <p>16th to 21st July 2020</p> <p>09-07-20</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

				Year 7 early start to enable them to settle in Tour and induction for external Year 12 students	02-09-20	L
				Video for both parents, helping reduce your child's anxiety in starting Secondary School, and a virtual tour and meet the PIP's video will be made and circulated to feeder schools	All videos on web site as of 12-06-20	L
				Update letter to be sent out with details for September for Year 7 and Year 12	24-08-20	L
				SEND department have made contact with all SEND students		L
		Year 11 students going into Year 12 concerned about their offers. Year 13 students concerned about University places or next steps	H	Data collection from Primary Schools so Year 7 pupils can be ready when they start in September	28.08.20	
				Year 11 students have all been contacted	15-07-20	L

				<p>about their applications and reassured that CAGs will determine their places and the process remains the same</p> <p>Year 13 students concerned about their University places or the next phase continue to receive advice and guidance meetings as well as information on Twitter and weekly sixth form newsletter</p> <p>Video for both parents, helping reduce your child's anxiety in starting Secondary School, and a virtual tour and meet the PIP's video will be made and circulated to feeder schools</p>	<p>Letter 15-07-20</p> <p>All videos on web site as of 12-06-20</p>	<p>L</p> <p>L</p>
--	--	--	--	---	---	-------------------

Safeguarding						
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff do not make referral of a disclosure	L	Child Protection referral procedures remain unchanged as staff have been trained on this and the referral policy	Ongoing	L
	Updated Child Protection Policy in place.	Staff have not read the policy	L	Adopted Temporary COVID-19 Child Protection Policy	22-05-20	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.	Not all agencies attend meeting due to COVID-19 restrictions	M	Work with Social Care, Family Solutions, Foodbank, Peabody, Police and local Community safety teams, Hospitals, Funeral directors, SNAP charity (Special Needs and Parents) and local charities as well as Risk Avert, Mental Health charities and EWMHS. Liaising with professionals and clinicians to provide the face-to-face contact with students and families that they cannot. LAC,TAF,CP meetings have continued in school or via Zoom	Ongoing	L

	Consideration given to the safe use of physical contact in context of managing behaviour.	Students ignore advice given by Heads of Year and senior staff	H	Students to be briefed upon return. HoYs to address Year Groups on this in virtual assemblies. Rotas in place for before school, break, lunch and after school duties	02-09-20 30-07-20	M L
	Consideration given to the mental health of students and families during pandemic and staying safe online.	Unsure where to access support	H	Messages sent out on Twitter and parental letters. Support meetings in school with SEAL coordinator. Bereavement and anxiety coping strategies video. Well-being Newsletter sent out regularly with updates and links to relevant websites.	Ongoing Start on 12.02.21	M
		Potential further transmission as cases are rising in local area and students not wearing them	H	Students briefed in form time on how to wear a face mask and staff told in briefing. Minutes and	19.10.20	M

				powerpoint sent to all staff. Students to be continually reminded about this and constant sanitising. Letters sent to all parents		
	Students unable to wear masks due to anxiety, phobias or physical conditions such as asthma and allergies.	Students may be anxious about being challenged by staff	M	Students to be issued with a pass or yellow lanyard which they can discreetly show staff.	19 October 2020 ongoing	L

	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 	<p>Poorly selected rituals and routines in operation. Poor selection of students learning activities, such as full contact rugby, sharing test tubes</p>	M	<p>Practical lessons to go ahead as normal as possible. No contact sports until further notice.</p> <p>Extra cleaning rotas in place with particular focus on practical areas and equipment.</p> <p>Equipment to be on rota where possible to allow for cleaning where possible.</p> <p>Emphasis on hand washing/sanitising at all times to keep equipment clean as possible.</p>	<p>02-09-20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
	<p>Whole school approach to adapting curriculum including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes 	<p>Staff not prepared/aware of need to adapt curriculum</p>	M	<p>We use the Risk Avert Emotional wellbeing support and actively use the strategies for both staff training and student's wellbeing in PSHE which will be adapted.</p>	<p>Ongoing</p>	<p>L</p>

				<p>Recognising life skills practice, which may form part of new curriculum and practices such as mindfulness calendars and kindness calendars, which we hope all students and staff will embrace.</p> <p>Head of Faculty (HoF) and Head of Department (HoD) meetings held with Senior Leadership Team (SLT) to outline a new action plan sheet now in place to plan for new requirements</p>	<p>Ongoing</p> <p>09-07-20</p>	<p>L</p> <p>L</p>
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>	<p>No recognition of the need to recognise how behaviour may be different and how appreciation of others space is even more important</p>	<p>L</p>	<p>Behaviour policy remains unchanged but expectations to be articulated to all students upon their return via virtual assemblies</p> <p>Duty rotas in place and staff to be reminded about a much higher presence than normal</p>	<p>02-09-20</p> <p>01-09-20</p>	<p>L</p> <p>L</p>

				<p>at lesson changeovers and breaks</p> <p>Pastoral team briefed about high visibility, Year Group zones at pastoral meeting</p> <p>Staggered breaks and lunches to enable easier social distancing at food outlets</p>	<p>15-07-20</p> <p>02-09-20</p>	<p>L</p> <p>L</p>
	Year Groups mixing outside of classroom time	Students not adhering to bubbles	H	<p>Students will have their own indoor and outdoor Year Group bubble. These will be strictly enforced.</p> <p>KSs will have slightly staggered starts for break times, lunchtimes and a different end of school day.</p> <p>Teachers will supervise the additional time at break (10.45am) and lunchtime (1.15pm), particularly for KS 3.</p>	Ongoing	<p>L</p> <p>L</p> <p>L</p>

CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.	Parents unable to attend meetings because of shielding/isolating	M	Current weekly update meetings with school nursing teams, who liaise with agencies, hospitals and consultants for individual students care plans. Sharing information with SEND and SEAL as well as school on site medical and pastoral staff	Ongoing	L
	Annual reviews.	Parents unable to attend meetings because of shielding/isolating	M	Annual reviews to continue as normal Any meetings that cannot take place in school will involve other means of communication as they have done throughout lockdown	Ongoing	L
	Requests for assessment.	Educational Psychologist assessments need to happen in a normal school setting	M	SENDCo to liaise with Educational Psychologist where appropriate	When required	M
	Continued support for SEND students	Non-attendance at school	M	SEND team in school daily to support SEND students. Welfare checks by SENDCo, which will continue in	Ongoing	L

				September if students have not returned		
Attendance	Approach to support for parents where rates of Persistent Absence (PA) were high before lockdown.	Students not monitored/given dispensation for COVID-19	M	Pastoral meetings to remind staff of PAs Communication to be as normal at the start of September Review meetings to be held as if no lockdown took place	Ongoing	L
	Attendance is now compulsory for all students	Students shielding/parents concerned about sending children to school	M	Director of Key stage 4 attended local authority attendance meeting and has briefed pastoral team on DfE attendance guidance. Normal procedures resume.	Ongoing from September	L
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Plans not shared	L	Three letters sent to all staff to keep them up to date and with specific guidance	14-07-20 Ongoing	L

				Letter sent to parents and governors re staggered start for testing	10.12.21	L
Governors/ Governance	Meetings and decisions that need to be taken to be prioritised.	No meetings held and no communication about decisions to be made	M	Zoom Governors meeting took place Letters to be sent to all governors	06-07-20 Ongoing when letters are sent to parents/staff	L L
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication	Confusion over role and lines of communication leading to misinterpreting actions	M	Met with Governors and copies of letters have been sent. New BAT email addresses in	Ongoing	L

	between Leaders and Governors is clear and understood.			place and all governors informed as of 01-07-20		
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these have been agreed and clarified with all Governors and there is a plan for when these will be reviewed and potentially reinstated.	Ignoring key issues not connected to COVID-19 reopening	M	Virtual meeting took place on 06-07-20 to discuss this. Other issues were addressed such as staffing, vision, ethos and budget. Emails between HT and Chair of Governors (CoG)	Ongoing	L
School Events, including Trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. Trips organised without SLT knowledge	Trips organised without SLT knowledge	L	All events and trips have been cancelled (apart from three trips which will be assessed as late as possible due to their size)	Ongoing	L

				All staff are aware that no more events/trips will be booked during the autumn term 2020.		
Finance	Additional costs incurred due to COVID-19 are understood and clearly documented.	Not up to date with Government guidelines	H	Account being kept of all COVID-19 related costs. Finance Director to provide report to board. Regular meetings with finance, site, HT	Ongoing	M
	Claims submitted for reimbursement. For example, increased premises related costs; additional cleaning; support for FSM	Lose track of what has been put in place	H	Claims to be submitted for reimbursement. Guidance from DfE to be reviewed.	Ongoing	M
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Full impact of income loss not appreciated.	H	Budget projections are taking account of loss of income (lettings income £35k and loss of guaranteed return of catering income £40k)	31-08-20	M
	Insurance claims, including visits/trips booked previously.	Claims unsuccessful.	H	Some trips have been rolled forward. Six claims submitted to date. All have been awarded.	31-08-20	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • Catering 	Delay in services being introduced impacting on school opening	M	Cleaning services to be provided in-house from 01-09-20.	Ongoing	L

				Catering to resume from 01-09-20.		
	Consideration given to any support that may be brokered through working together. For example, partnerships, trusts etc.	Additional support not arranged in time.	L	None considered necessary at this stage.	Ongoing	L
Transport	Transport companies aware of their responsibility	Companies behaving as before COVID-19	H	Director of Ks4 has had contact with both coach companies re their guidance	5-08-20	L
	Arrangements for the continued provision of transport for children attending school are in place.	No preparation put in place	M	Director of Ks4 has had contact with both coach companies re their guidance	5-08-20	L
				Companies written to parents	July 20	L
				2 SLT meetings taken place to finalise arrangements	8-07-20 19-08-20	L
	Parents are aware of the need to ensure their children use transport appropriately	Parents and students do not keep up to date with the needs for altering travel habits	H	Letters sent to parents and staff	15-07-20	L
Parents should be informed of the procedure for use of school buses	Parents unaware of procedures and protocols	M	Final newsletter sent to parents in August	24-08-20	L	
Pick up and drop off is organised to accommodate social distancing	No extra arrangement in place	M	Site staff to be in place in the morning and afternoon to facilitate new system	Ongoing	L	

Engagement In Risk Assessment and Planning Process	Variety of parties and views involve in the process	Only 1 or 2 people involved so limited viewpoints taken into account	H	All SLT members involved in the process via line management meetings	Ongoing	L
	Stakeholders aware of the content of the Risk Assessment	Risk assessment and planning not shared and therefore not aware of what is in place.	H	Previous Risk assessment has been made available to stakeholders via web links. This one will be available once complete. Individual items and plans from risk assessment are communicated to stakeholders via specific letters.	Ongoing	L