

Schools partially reopening on a phased basis no earlier than 1 June 2020 risk assessment

UPDATED SEPTEMBER 2020

This risk assessment will be updated in the light of feedback, experience and further guidance. Trade unions and staff are invited to comment and this is being made public via the school's website.

Introduction

The Government published guidance on 2 July setting out its expectations that schools should prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Contacts are expected to be reduced by:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks

2) Principles

In order to prevent the spread of coronavirus, schools will:

- i) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- ii) clean hands thoroughly more often than usual
- iii) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- iv) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- v) minimise contact between individuals and maintain social distancing wherever possible
- vi) where necessary, wear appropriate personal protective equipment (PPE)

3) Response to any infection

In the event of a positive test, schools will:

- i) engage with the NHS Test and Trace process
- ii) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- iii) contain any outbreak by following local health protection team advice

4) Expectations in all schools

a) Prevention

i) Schools will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

Pupils, staff and other adults should not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. Schools will ensure anyone developing those symptoms during the school day is sent home.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Staff will all be provided with training on when PPE is needed.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

ii) Schools will ensure that staff and pupils clean their hands thoroughly more often than usual

Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Each school is:

- checking whether it has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly
- ensuring supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
- building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them

iii) Schools will ensure that good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools.

iv) Schools will have enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

Each school will have a cleaning schedule that ensures cleaning is generally enhanced and includes:

- more frequent cleaning of rooms / shared areas that are used by different groups

- frequently touched surfaces being cleaned more often than normal
- that toilets are cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

v) Schools will minimise contact between individuals and maintain social distancing wherever possible

This includes keeping where possible to children staying in the same group or ‘bubble’ – in primary schools as a class and in secondary schools as a year group. Where possible, staff will be part of a bubble with children or maintain distance from their pupils. In the later case, staff should stay at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space.

Groups should be kept apart. Schools will avoid large gatherings and only hold assemblies or collective worship with one group or virtually with more groups.

When timetabling, groups will be kept apart and movement around the school site will be kept to a minimum. Schools will avoid creating busy corridors, entrances and exits and consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

Schools will also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised, although staff will have a break of a reasonable length during the day.

vi) Where necessary, staff will wear appropriate personal protective equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Staff will be trained on the use of PPE should it be needed.

b) Response to any infection

i) Schools will engage with the NHS Test and Trace process

Staff members and parents/carers will be briefed to understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have

symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

ii) Schools will follow the guidance in managing confirmed cases of coronavirus

Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team and the trust central team. The local health protection team provides the advice that must be followed. In the event that this advice is slow and heads need to make rapid decisions, the trust central will support heads with this.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. (Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.)

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’

Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

iii) Schools will look to contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and will continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

c) Transport

i) Dedicated school transport, including statutory provision

Schools will arrange, and discuss with transport providers:

- the way pupils are grouped together on transport, where possible, will reflect the bubbles that are adopted within school
- use of hand sanitiser upon boarding and/or disembarking
- additional cleaning of vehicles
- organised queuing and boarding where possible
- distancing within vehicles wherever possible

- the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet

ii) Wider public transport

Use by pupils of public transport, particularly in peak times, will be kept to an absolute minimum. Schools will work with partners to consider staggered start times to enable more journeys to take place outside of peak hours.

Schools encourage parents, staff and pupils to walk or cycle to school if at all possible, and will consider using 'walking buses'.

should refer to the safer travel guidance for passengers.

d) Other issues

Attendance

School is not optional. School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils who are shielding or self-isolating

The majority of pupils, including those shielding earlier in the year, will be able to return to school.

- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)

- Shielding advice for all adults and children will pause on 1 August. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools will look immediately to offer them access to remote education.

Staff who are clinically vulnerable or extremely clinically vulnerable

The Government expects all staff, including those who are extremely clinically vulnerable and clinically vulnerable, to return to the workplace. Those in the most at risk categories should take particular care.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

If people with significant risk factors are concerned, school leaders will discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders will try as far as practically possible to accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Educational visits

Overnight and overseas educational visits will not be taking place.

Schools may resume non-overnight domestic educational visits. As normal, schools will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will consider what control measures need to be used and will consult the trust health and safety officer when considering visits.

School uniform

Schools will have their usual uniform policies in the autumn term. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools will be mindful and considerate in relation to parents who may be experiencing financial pressures.

Specific curriculum provision and extra-curricular provision

Schools will work towards resuming breakfast and after-school provision, where this is possible and was previously in place. Schools will look to keep children within their year groups or bubbles where possible but if this is not possible, will use small, consistent groups. As with physical activity during the school day, contact sports will not take place.

When pupils are playing instruments or singing in small groups such as in music lessons, schools will use physical distancing and play outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Pupils will be kept in consistent groups for physical activity, sports equipment will be thoroughly cleaned between each use by different individual groups, and contact sports will not take place.

Contingency planning for outbreaks

Process in the event of local outbreaks

If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and schools will follow advice provided.

Contingency plans for outbreaks

Schools will have in place remote education plans for individuals or groups of self-isolating pupils. These will:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- use the online tools that are consistently used across the school in order to allow interaction, assessment and feedback (staff will be trained in their use)
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools will work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, schools will:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practiced in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

All staff will be instructed on the nature of COVID-19 and its transmission. They will confirm they understand the reason for the control measures that are required. All staff will confirm that they are confident in applying the control measures identified in school risk assessments. Staff will receive appropriate instructions in relation to the specific measures that have been put in place by the school setting. Staff will be involved in the practical implementation of the school risk assessments.

a) Premises/ Health and Safety

	Risk	Countermeasure	By whom?	By when?
1	Insufficient toilets to enable social distancing	<ul style="list-style-type: none"> • Toilet protocol written - Each group allocated a set of toilets to use – eight toilets to approx. 25 students • Students allowed to visit toilets ad-hoc to reduce peaks in use • Clear signage of toilet protocol • Member of staff at toilets for first five minutes of break and lunch to supervise • Year groups to have assigned toilets and washrooms 	<p>KG</p> <p>Duty rota</p>	<p>By 5th June</p> <p>From 15th June</p> <p>From 3rd September</p>
2	Pupil or teaching group leader is sent home with symptoms of COVID	<ul style="list-style-type: none"> • Providing PPE for staff member supervising pupil. Designated suspected COVID isolation room, separate to normal first aid room. Deep clean of isolation rooms and areas staff member or pupil had contact with. • Refer to guidance on communicating with staff and parents • Information provided about testing procedure • Request to be informed of test outcome • If a test is positive, follow guidance about isolation 	KF to co-ordinate with First Aid team in advance of opening	By 5 th June

3	Parents do not have confidence in the school being safe	<ul style="list-style-type: none"> • Frequent communication. • Clear expectations on arrangements and procedures if a child shows symptoms • Opportunity for parents to share concerns directly with HT • Students stay in one room for the whole day, minimising cross-contamination and simplifying effective cleaning • Updates to risk assessment and to procedures to be shared immediately, openly and honestly • 	<p>AH, weekly, but with a significant initial communication outlining key areas of adjustment to ensure safety.</p> <p>JP to write protocols for symptomatic students or staff</p>	<p>At latest, 15th June</p> <p>Further communication in advance of new school term in September</p>
4	Congestion at start and end of day	<ul style="list-style-type: none"> • To set staggered arrival times would create severe peaks in flow, so we will allow the normal steady arrival to school to continue • Multiple sanitisation points inside school gate 	<p>SLT</p> <p>AN</p>	From 15 th June
5	Repeated touching of door handles increases risk of spreading infection	<ul style="list-style-type: none"> • Classroom and office doors to be propped open at 8.30 and remain so all day, except when to do so would be a threat to confidentiality or safeguarding • Sanitisers dispensers on the wall inside every classroom door • All outside doors to remain on self-close with sanitiser stations adjacent to them 	<p>All staff</p> <p>Site staff</p> <p>Site staff</p> <p>All staff</p> <p>Site staff</p>	<p>From 3rd September</p> <p>From 3rd September</p>

		<ul style="list-style-type: none"> • Staff to close windows in classrooms in the event of a fire alarm • Rooms not being used to remain closed and locked 		
6	Maintaining avoiding contact between groups in the event of emergency evacuation	<ul style="list-style-type: none"> • Reduced school fire drill routine reconsidered and shared with all, then practised as soon as is practicable • Use daily groups for fire drill rather than tutor groups. • Set up new fire markers on the field • Whole school fire drill routine reconsidered and shared with all, then practised as soon as is practicable 	KG RB/KG	By 5 th June WC 21 st September
7	Insufficient cleaning	<ul style="list-style-type: none"> • Discuss working hours of cleaners and draft in additional if necessary, to ensure sufficient capacity • Expect site managers to tour school repeatedly during the day to carry out routine cleaning • Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time. • Hire additional cleaning hours 	AN/DW	All arrangements in place by 5 th June Further arrangements to be in place by 3 rd September
8	Cross contamination in shared spaces such as toilets	<ul style="list-style-type: none"> • Toilet protocol in place • Touchless taps • Regular cleaning, including canteen 	Various SLT	By 5 th June

		<ul style="list-style-type: none"> Sanitiser stations and screens at entry/exit of canteen and other buildings Communicate with parents to reinforce expectations Unused areas closed and locked as far as allowed by fire regs. 		
9	Risk to vulnerable family members is increased	<ul style="list-style-type: none"> Communication for staff and parents plan if pupil presents with symptoms Procedures for following gov testing and self-isolation guidance 	AH	AS required
10	Children don't have enough uniform to allow daily washing Children may also have grown out of uniform and not be able to replace it	<ul style="list-style-type: none"> Remove the requirement to wear uniform during summer term Reintroduce uniform for autumn term, with four week grace period for Y6 who may not have been able to source uniform 	AH AH/KG	In initial note to parents By 3 rd September In July for Y6 parents
11	Parents send children who are unwell to school	<ul style="list-style-type: none"> Clear guidance for parents on indicators and actions if child unwell and reporting to school to allow monitoring of those presenting with symptoms. 	AH in letters to parents KF in banner on website	By 3 rd September
12	Increased risk to vulnerable staff, students and parents	<ul style="list-style-type: none"> Up to date information on staff and pupils in each of the vulnerable categories. Risk assessment for staff who self-refer as vulnerable. Follow government guidance. Apply new rooming model to limit movement around site 	KF to coordinate staff JP to coordinate students PB AH	By 22 nd May By 5 th June By 10 th July From 8 th September

		<ul style="list-style-type: none"> UPDATE - Make exemptions as appropriate for vulnerable staff – visitors, screens, masks in lessons for those who are extremely vulnerable 		
13	Parents not aware of testing protocols	<ul style="list-style-type: none"> Communication planning and protocols regularly. 	AH in letter to parents	By 3 rd September
14	Safety around facemasks	<ul style="list-style-type: none"> Refer to DfE guidance that makes clear face masks are not recommended in schools, should be removed if worn whilst travelling to school and waste areas for disposal of used face masks UPDATE – masks to be worn in all public areas of the school by staff, students and visitors. Corridors, stairwells, toilets and washrooms, library, canteen queues 	AH in communications with parents AH in communication with all	By 3 rd September From 9 th September
15	Classrooms have resource that does not need to be present with adjusted curriculum, but gets handled by pupils	<ul style="list-style-type: none"> Classrooms to have unnecessary equipment removed before opening and stored away where possible – consider noting down what has been removed from where to where for future return 	All staff	During 1 st and 2 nd September
16	Lack of social distancing	<ul style="list-style-type: none"> Single file system around school Clear segregation of mini-school and Y10 on staircases etc Reduced movement through timetable choices Repetition of advice to stay distant 	SLT/AN/Site team PB	By 5 th June By 3 rd September

		<ul style="list-style-type: none"> • New rooming model for the new school year – year groups based in home areas of school • One-way flow system around outdoor areas of school • UPDATE – All full staff meetings to be held virtually • All department or year team meetings to be held virtually • SLT and Governors’ meetings to be held virtually • Chairs removed from common workspaces or taped off in staffroom • Prohibition on making others drinks or sharing snacks/other food • Fingertip rule to ensure distancing greater than 1m for periods of less than 15 minutes • Clear guidance in every classroom to ensure staff are not within 1m of a students for 1 minute or 2m for 15 minutes • LSAs to operate from a fixed position with students approaching them to avoid difficult to track movement of LSAs around the classroom 	AH/AN AH	From 8 th September
17	Children arrive by bus / minibus)	<ul style="list-style-type: none"> • Protocols in place with LA for seating/capacity, and on arrival and departure to manage entry and exit of the building 	AH/LA Duty staff	By 5 th June From 3 rd September

		<ul style="list-style-type: none"> • Encourage students to stay in year groups on transport, where possible • Use hand sanitiser upon boarding and/or disembarking • Additional cleaning of vehicles • Organise queuing and boarding where possible • Increase distancing within vehicles wherever possible • Expect the use of face coverings for children over the age of 11, in line with government guidance for public service busses and school specific buses 		
18	Unable to maintain social distancing whilst carrying out first aid.	<ul style="list-style-type: none"> • Appropriate CPD and PPE provided for all staff – move first aid room into a classroom for greater space • Investigate a larger space for September when B1 will be back in use as a teaching space 	<p>KF/TS to liaise with FA team</p> <p>PB/AH</p>	On 5 th June inset day
19	Providing school meals pupils safely	<ul style="list-style-type: none"> • DWi to follow up with Vertas • Meals only for Reduced school, not Y10 who leave at lunchtime • All crockery and cutlery disposable • Seating monitored in canteen and labelled with max occupancy • Unnecessary tables removed from canteen • Students encouraged to eat outdoors weather permitting 	<p>DWi</p> <p>AN/Site team</p> <p>All staff</p>	<p>By 5th June</p> <p>From 8th June</p> <p>From 3rd September</p>

		<ul style="list-style-type: none"> • From September, Kitchens will be fully open to provide food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals. • School kitchens will comply with the guidance for food businesses on coronavirus (COVID-19) • Year groups will be assigned priority food outlets to reduce movement and congestion 		
20	Necessary checks before opening	<ul style="list-style-type: none"> • School leaders have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, site security and legionella reviews as normally undertaken at the end of the summer period. 	AN/Site team	Ongoing
21	Congestion using bike racks	<ul style="list-style-type: none"> • Pupils are advised to use the racks one at a time if necessary supervised by staff • Investigate the purchase of extra bike parking in the event that numbers of students and staff cycling increases dramatically 	SLT on duty AH/HW	Daily during term time As required
22	Travel	<ul style="list-style-type: none"> • Students are encouraged to sit in year group groups on buses 	Duty Staff	From 3 rd September
23	Social distancing not adhered to by families out of school or on the way to or from school	<ul style="list-style-type: none"> • Regular training for students • Parental contact to reinforce expectations 	AH	Currently in place

		<ul style="list-style-type: none"> All infection control measures in place effectively to mitigate the risk. 		
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b) Staffing/HR and capacity

	Risk	Countermeasure	By whom?	By when?
1	Unable to provide sufficient staffing	<ul style="list-style-type: none"> Offer 1 day a week to each eligible pupil, apart from vulnerable pupils who will be offered 5 Supply cover from existing pool of trust schools Contingency plans communicated to parents similar to 'snow days' 	AH	From 1 st June From 3rd September
2	Unable to staff provision of breaks/lunch for teaching group leaders	<ul style="list-style-type: none"> Year groups to be assigned priority food outlets All schools to have arrangements for wet break ensuring a break for staff and pupils but maintaining minimal contact 	KG	By 3rd September
3	Staff not confident they will be safe	<ul style="list-style-type: none"> Clear guidance and training for staff on appropriate use of PPE with sufficient PPE in stock to ensure compliance Virtual inset day on June 1st Specific training for site staff on infection control. Trust bank of risk assessments to support these decisions Early communication of any adjustments or amendments 	AH	Ongoing

		<ul style="list-style-type: none"> • Trust well being line available • FAQs from trust for staff • Respond to staff concerns by updating procedures and risk assessments as necessary 		
4	Unable to maintain social distancing for cleaning staff	<ul style="list-style-type: none"> • Staff clean when children outside – multiple times per day • Staff clean outside of school hours • One member of staff cleans all day while children are in lessons 	AN/Site team	From 8 th June
5	Infection enters the school site	<ul style="list-style-type: none"> • Sanitiser stations on all exits/entrances • Hand washing stations • Limiting number of people entering school • Admin/Reception areas have screens or are closed • Clearly marked areas reinforce where staff and pupils should stand in library, c block offices, AH office etc to maintain social distancing • Entrance to school site limited for key staff only • No face to face conversations with parents • Protocols for deliveries to school – signage at the entrance to the school/car park to explain process • Protocols for staff bringing equipment into school • All staff to reinforce social distancing at all times 	AN/Site team/JP/AH	By 5 th June

		<ul style="list-style-type: none"> • UPDATE – new, more specific social distancing guidance issued 	AH	From 8 th September
6	Increased risk to vulnerable staff	<ul style="list-style-type: none"> • Up to date information on staff and pupils in each of the vulnerable categories. • Exempt very vulnerable staff from new rooming model • Follow government guidance. • Trust bank of model risk assessments 	KF PB AH	Ongoing
7	Staff not aware of testing protocols	<ul style="list-style-type: none"> • Communication planning • Reinforce support available for staff and their families • Remind staff of self-referral testing process and employer testing referral process • Testing results to be communicated to school leadership 	AH/KF	Through all comms
8	Staff communal areas do not cater for social distancing	<ul style="list-style-type: none"> • Clear protocols for staff breaks / times / rooms / refreshments / toilets • Staff workrooms labelled with maximim occupancy • Staff encouraged to take PPA in breakout areas • Staff encouraged to use outdoor spaces where practical, weather permitting • UPDATE - Seating removed/blanked off to limit occupancy 	AH/KF Site team	Ongoing By 3 rd September From 8 th September

9	Staff sharing equipment (part time)	<ul style="list-style-type: none"> • No shared equipment for staff where possible. • Rigorous cleaning of shared equipment • Protocols around usage of shared equipment such as photocopying • Regular cleaning of equipment between home and school such as laptops 	AH	By 5 th June
10	Reduced capacity due to a member of senior / middle leadership contracting Covid-19	<ul style="list-style-type: none"> • Clear hierarchy of responsibility – HT, DH1, DH2 • Short-term: Re-allocate key duties during period of illness • Medium-term: ask for support from USP to provide additional leadership capacity • Identification of staff who are able to ‘step-up’ if required 	AH/SLT	As required
11	Impact on school development priorities / capacity to achieve priorities	<ul style="list-style-type: none"> • Adjust current priorities to focus on re-establishing the school’s core business • Use OKRs to adjust priorities termly • Seek support from the Trust for identified areas of concern/ weakness • Inform governors with frequency as dictated by events 	AH	Ongoing
12	Induction for staff	<ul style="list-style-type: none"> • Induction for new staff on all policies and procedures, if this has not already taken place as new protocols. 	AH/SS/JP/KG/KF	Inset day 5 th June

		<ul style="list-style-type: none"> • Induction in new protocols for all staff who haven't been working during the closure period. • Induction for staff who have been furloughed when they return. • Semi-virtual induction day for new starters held 		10 th July
13	Some traditional events in the school calendar are unlikely to be practicable	<ul style="list-style-type: none"> • Work through calendar of events and make decisions on practicalities • Consider alternative for open evening • Consider an approach to parents' evenings 	AH/KF/JW/SLT	Before 17 th July
14	Unable to support intimate care for nursery/reception pupils in a safe manner (PPE / CPD?)	<ul style="list-style-type: none"> • There are no students with those requirements 		
15	Staffing for breakfast and after school clubs	<ul style="list-style-type: none"> • Where possible, keep children in year groups within the breakfast and after school clubs • Staff to maintain distance from children 	Duty staff/teachers	Ongoing
15	Unable to provide lunch supervision particularly for 1-1 pupils	<ul style="list-style-type: none"> • We have no students in this category 		
16	Staff unable to return to work due to lack of childcare for their own children	<ul style="list-style-type: none"> • Trust standard letter, we expect employees to make arrangements with their child's school as keyworkers. Last resort is employee requests unpaid leave. • Consider rota patterns, flexible work requests and temporary alterations to contracts. 	AH	As required

17	Ensuring that staff who are in work but have household members shielding, are able to maintain stringent social distancing.	<ul style="list-style-type: none"> • Use attached template for risk assessments for vulnerable staff • Workplace risk assessments are in place and regularly monitored/reviewed. • Follow COVID 19 guidance for all educational settings 	AH/KF	Ongoing, RAs by 5 th June then reviewed as required
18	Anxious staff	<ul style="list-style-type: none"> • Induction on new protocols to reassure on how risks are being managed to protect staff. • Targeted invitation to O&M anxious staff webinar • Constant reminder of trust wellbeing scheme and other support available including occupational health. • Regular communications with staff who continue to work from home. • Discuss opportunity of unpaid leave with staff who do not want to return to work and do not come under a vulnerable category. 	AH/KF/JW	Inset day 5 th June, all comms
19	Staff transport into work	<ul style="list-style-type: none"> • All staff to minimise the use of public transport and use alternative methods of getting into work if possible. • School leaders to communicate clearly that any staff concerns around transport need to be raised ASAP. • Publicise the cycle to work scheme 	AH	Inset day 5 th June, again in September
20	Pregnant members of staff	<ul style="list-style-type: none"> • Should attend school 	AH/KF	Ongoing

		<ul style="list-style-type: none"> • Access to one to one risk assessment meetings as required 		
21	Use of outdoor equipment spreads infection	<ul style="list-style-type: none"> • We have no outdoor play equipment 		

c) **Curriculum**

	Risk	Countermeasure	By whom?	By when?
1	School equipment spreads infection	<ul style="list-style-type: none"> • Staff and pupils have their own items that are not shared • Classroom based resources, such as books and games, can now be used and shared within the bubble; they will be cleaned regularly, along with all frequently touched surfaces • Resources that are shared between classes, such as sports, art and science equipment will be cleaned at the end of each lesson • Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. 	All staff	From 3 rd September

		<ul style="list-style-type: none"> • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources. • Staff will avoid taking in sets of exercise books, relying on photographic sampling instead • UPDATE – Students will attend school in PE kit on the days they have PE to avoid using the changing rooms where it is not clear that we will be able to clean effectively between uses 	AH to communicate to parents	From 9 th September
2	Children not in school miss out on education	<ul style="list-style-type: none"> • Staff working at home support remote learning • Trust approach to support this 	HoYs/SLT	As required
3	Unable to deliver the full curriculum	<ul style="list-style-type: none"> • Expectation that full curriculum will be covered • Students taught in fewer classrooms, with teachers going to them, apart from where that would limit the curriculum i.e. PE, science, art 	AH PB	From 3 rd September
4	Significant gaps in learning in all classes as they return	<ul style="list-style-type: none"> • Diagnostic testing in all subjects upon return to school to triangulate student progress judgments made during lockdown 	HODs, QA by SLT HODs	October By 17 th July

		<ul style="list-style-type: none"> Curriculum plans for Autumn half-term 1 reviewed and adapted in light of lockdown Twice-weekly after school catch up programme in place for Autumn Half Term 1 focused on exam years and Y7 	DHT 1, HODs	From 3 rd September
5	Lack of assessment for learning	<ul style="list-style-type: none"> Significantly increased department time for CPD in best practice under new teaching conditions Enhanced use of online assessment platforms- Educake, mymaths, etc. Utilise new approaches to mitigate limitations -e.g., students photograph work and submit by MS Teams assignments 	SLT, HODs DHT 2 DHT 2	From 3 rd September From 3 rd September From 3 rd September
6	Insufficient attention to children's emotional needs on return	<ul style="list-style-type: none"> Schools will support: <ul style="list-style-type: none"> - the rebuilding of friendships and social engagement - address and equip pupils to respond to issues linked to coronavirus - support pupils with approaches to improving their physical and mental wellbeing 	HoYs,IOs	From 3 rd September

d) Personal Development including Social/Emotional well-being and Behaviour including attendance/exclusion

	Risk	Countermeasure	By whom?	By when?
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1	Unable to provide staggered break and lunch times for pupils	<ul style="list-style-type: none"> Assign priority food outlets and recreational areas to year groups Use a one-way flow around site to limit congestion and interaction 	KG AH	By 17 th July
2	Children aren't clear on school routines	<ul style="list-style-type: none"> Induction/practical training for staff/parents/children, specifically vulnerable and key worker children?) Repeated with whole school in September Clear system for any accepted movement around the building including one-way systems with clear signage / marking with tape etc. 	JP AH/JP/HoYs AH/AN	From 1 st June From 3 rd September From 3 rd September
3	Children don't follow hygiene rules	<ul style="list-style-type: none"> Schools have regular and repeating notices/training/ assemblies (in small group) using technology where possible for staff (one pre-recorded video to be used when needed?), children and parents on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment Clear signage to remind Standing order in daily registrations 	AH/AN/HoYs	From 3 rd September
4	Unable to safely use play equipment	<ul style="list-style-type: none"> We have no play equipment 		
5	Children require additional support to follow these measures	<ul style="list-style-type: none"> Work with parents by phone Use of technology to model (video) 	HoYs/IOs/SEND	As required

6	Effect of insufficient transition activities during the summer term	<ul style="list-style-type: none"> Staggered starts when schools re-open: 1st day – Y7, Y12, Y13 2nd day – Y8, Y10 3rd day – Y9, Y11 	AH	Communicated to parents and adjusted on website in June
7	Behaviours for learning takes time to establish and are challenged by some pupils	<ul style="list-style-type: none"> Refresh Behaviour Policy Run a whole-school project for children and teachers to ‘re-connect’ Adjust class compositions, if necessary, for September, to create a better balance Use virtual assemblies to re-establish the school’s rules/codes etc. Re-establish expectations and the principles of learning that the school has already in place 	JP/KG	From 5 th June onwards
8	Attendance is poor	<ul style="list-style-type: none"> Remind and work with parents/ carers to quickly re-establish good attendance habits especially. PAs Inform parents/ carers that the school has been deep cleaned to reduce fears of C-19 infection Make phone contact with students most likely to resist prior to school reopening Contact parents of children who don’t attend as per usual 	Year team/ attendance team	From 1 st June From 8 th June
9	Returning to an unfamiliar setting causes anxiety for pupils	<ul style="list-style-type: none"> Organise picnics to reintroduce students in small groups to the school 	IOs	June/July

		<ul style="list-style-type: none"> • Make contact with vulnerable children to discuss 	IOs	June/July
10	High risk pupils with challenging behaviour require restraint posing additional risk to themselves and staff	<ul style="list-style-type: none"> • There are currently no pupils on roll who are identified as being at risk of restraint • Staff allocated according to relationships thereby reducing potential for risk • Clear expectations on need for social distancing – work with families and trust if pupil unable to comply 	DF/JP AH in letters, HoYs, IOs as required on a targeted basis	As required Before 3 rd September
11	Higher than usual numbers of safeguarding disclosures	<ul style="list-style-type: none"> • Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them • The trust has revised the recommended child protection policy to reflect the return of more pupils • Designated safeguarding leads (and deputies) will be provided with sufficient time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate 	JP AH JP	PD days, from 1 st September By 3 rd September As required

		<ul style="list-style-type: none"> Attention is paid to communication with school nurses 		
12	Pupils return having been traumatised by their experience of the COVID-19 restrictions	<ul style="list-style-type: none"> Ensure staff are aware of sources of help and resources available Trauma training on PD day 	TBC	1 st September

e) **Vulnerable children (SEND/LAC)**

	Risk	Countermeasure	By whom?	By when?
1	Children with SEND do not have needs met	<ul style="list-style-type: none"> Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories 	DF	As soon as possible and until no longer required
2	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	<ul style="list-style-type: none"> Late August briefing of trauma session for use at September PD day Access resources provided by OM, Thrive, TISUK etc. 	AH AH/DF/JP	1 st September Ongoing

		<ul style="list-style-type: none">• Utilise Thrive practitioners, ELSAs to support individual and small groups of children affected• Deliver trauma informed sessions for parents / carers so they can support their children at home		
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