

Educational Setting	Sir Harry Smith Community College
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Richard Potter 12 th August 2020
Review Date	September 2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure 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
- Fire Policy
- Behaviour Policy
- DFE Guidance relating to COVID19 published 2nd July 2020 [updated 7th August]

Entrances

- Year 7 - via Drama exit doors, up Violet staircase to 'Zone 1'.
- Year 8 - via Student entrance, up Yellow staircase to 'Zone 2'.
- Year 9 - Via SEN garden gate, through the Quad and up Red Hall staircase to 'Zone 3'.
- Year 10 - via Coronation Avenue, via back playground through Red Hall, to 'Zone 4'.
- Year 11 - via Coronation Avenue, via Green corridor access door, to 'Zone 5'.
- Sixth Form - via Green metal gate, into 'Sixth Form / Library Zone'.

1] Prevention

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Prevention		<ol style="list-style-type: none"> 1. 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. 2. clean hands thoroughly more often than usual. 3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 5. minimise contact between individuals and maintain social distancing wherever possible. 6. where necessary, wear appropriate personal protective equipment (PPE). 7. Cleaners to check and top up as necessary sanitizers. 8. Specialist classes to have their own cleaning stations [sanitisers/cleaning wipes/tissues/bins]:- <ul style="list-style-type: none"> - BSU in Sports Hall - Science - Technology - Music - Dance - Drama - Main Hall - Canteen 	<ol style="list-style-type: none"> 1. Do additional isolation rooms need to be created and more staff identified and trained to look after pupils waiting for collection? Oyster 05 <p>[Requires First Aid sign on door and removal of table and chairs]</p> <p>Is there suitable and sufficient PPE available for this?</p> <ol style="list-style-type: none"> 2. Are there sufficient stocks of soap, paper towels and/or hand sanitiser available in all required locations? Are there sufficient wash basins available? 3. Are there sufficient stocks of sanitisers, tissues and disposal bins available for every classroom in the school? 4. Are sufficient stocks of suitable cleaning products available and is there sufficient capacity to do the cleaning tasks? 5. Have members of staff been briefed on the expectations in class settings, outdoors and in staff rooms, etc? 	<p>Done</p> <p>Done</p> <p>Done</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
			6. Are there sufficient stocks available in the locations it is likely to be needed?	Done
Prevention		9. 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. 10. clean hands thoroughly more often than usual. 11. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. 12. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. 13. minimise contact between individuals and maintain social distancing wherever possible. 14. where necessary, wear appropriate personal protective equipment (PPE).	Signage –COVID-19 LA Poster [updated] 7. Cleaning schedule i.e. where, who and when? - Toilets - Canteen - Hall - Evening / Morning cleaning	
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 		Done
Social Distancing in school		<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. 	Students to enter site via different entrances based on their year group. Year groups placed in separate locations so they can remain in their bubbles. Movement to specialist	Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
		<ul style="list-style-type: none"> Staff and students can decide for themselves if they wish to wear a reusable face-covering while on school site. 	areas by KS4 and KS5 only and using a one-way system where possible.	
Lunchtime Catering facilities		<ul style="list-style-type: none"> Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> Serving food Queuing Different lunch periods 	Canteen use will be staggered, so that a 'bubble' at a time use it. All finger tip payment machines / vending machines will be cleaned before next bubble enters.	Done
Access/Egress of school building		<ul style="list-style-type: none"> One-way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Entrances – signage. Playground signage / markings Inside College – signage / one-way system if possible. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. Stop parents driving on site – to be monitored and reviewed. 	Consider school arrival arrangement to reduce congestion. Separate entry locations arranged for each bubble.	
Waste		<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely. Bins should be emptied daily. 	Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.	Done
Break/Lunch times		<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve social distancing. 	Break and lunch to be staggered and students to remain in their 'bubbles'.	Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Staff/Pupils within the shielded group		<ul style="list-style-type: none"> Any member of staff or pupil that is within the clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	Letter sent to all staff.	
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out outside of school hours, unless seen as an emergency. 	Continue to complete Covid-19 register. Unless it is an emergency, no contractors should be on school site during the day.	Done
Property Compliance		<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. 	All serious property concerns have been raised with the school's Property Management Adviser and appropriate steps are in place to ensure the safety of all building occupants.	Done
Hygiene		<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupils' hands following breaks, before meals and following the use of toilets. 	Toilet cleaning schedule required, who, where and when? Canteen Hall Evening / Morning	
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 		Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
		<ul style="list-style-type: none"> For further advice and guidance, you should contact your competent Health & Safety Adviser. 		
Administrative Staff		<ul style="list-style-type: none"> Is a staff shift rota to be put in place so as to keep social distances and allow school office to function? 	Reception will be split into two venues to keep social distances and allow school office to function.	
School Staffroom		<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. 	The Gym to be used as staffroom area, large enough to ensure 'social distancing' possible but still enable staff wellbeing environment – sign in/out for track and trace purposes with anti-bac entry/exit. Exam tables and chairs for half the gym.	Done
Infection Control	Staff Pupils Handwashing	<ul style="list-style-type: none"> Staff and pupils have access at all times to water and soap for hand washing. Removal of shared items e.g. utensils 	Anti-bac will be in all classrooms, site entrances, canteen and toilets. Signage and teacher reminders to thoroughly wash hands will be displayed and toilets will be monitored by site staff so they are cleaned following use.	
Signage		<ul style="list-style-type: none"> What signage is there to inform staff and pupils regarding social distancing, hand cleaning etc. One-way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Entrances – signage Playground signage / markings Inside College – signage / one-way system if possible Canteen system – markings / signage 	<p>Wash your hands with soap and water often – do this for at least 20 seconds.</p> <p>Use hand sanitiser gel if soap and water are not available.</p> <p>Staff and pupils should wash / sanitise their hands as soon as they get to school and when they arrive home, after they blow their nose,</p>	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
		<ul style="list-style-type: none"> Toilets signage Lockers taped off / not in use or accessible Classroom signs <ul style="list-style-type: none"> - Catch it, kill it bin it! - How to wash your hands Remove all current tape on floor 	<p>cough or sneeze, before they eat or handle food.</p> <p>Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.</p> <p>Put used tissues in the bin immediately and wash / sanitise your hands afterwards.</p>	
Preparing Buildings and Facilities		Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<p>2-meter markers are present on floors and signage on walls.</p> <p>One-way system in place to enter and exit the school where required and possible. Signage in place.</p>	
Cleaning and waste disposal		<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and hand wash are to be checked by the Site Team and replaced as needed by cleaning staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Cleaning and waste disposal	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Hand sanitiser available at the school entrance. Lidded bins in classrooms. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Stock check and ordering schedule reviewed and order made.	Done
Cleaning and waste disposal		Sufficient time is available for the enhanced cleaning regime to take place.	Revised evening cleaning schedule implemented.	Done
Cleaning and waste disposal		Waste disposal process in place for potentially contaminated waste.	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).	Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Cleaning and waste disposal		<p>Process in place for safe removal and/or disposal of facemasks.</p> <ul style="list-style-type: none"> - First Aid / Catering 	<p>Reusable face coverings permitted for staff and students.</p> <p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	Done
Classrooms		Classrooms have been re/arranged to allow as much space between individuals as practical. Classroom entry and exit routes have been determined and appropriate signage in place.		Done
Classrooms		<p>Surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>		
Classrooms		Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front.		Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Staffing		Return to school procedures are clear for all staff.		
Staffing		Arrangements in place for any externally employed adults delivering learning in school e.g. supply staff protocols and expectations shared [Relevant SLT member to liaise with Cover Manager and Supply agencies].		
Group Sizes		All children are included in distinct groups/ 'bubbles' that do not mix.		Done
Group Sizes		Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.		Done
Social Distancing		<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school entry locations (if possible) without reducing teaching time. • Staggered or limited amounts of moving around the school/ corridors. • Classroom design. • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. • Toilet arrangements. 	Organise the school into zones per bubble, to reduce movement and interaction between bubbles in corridors and communal spaces.	Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Social Distancing		Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	On arrival, students move straight to "Form Room" and sit at named table and wait for rest of class to arrive/class to begin.	Done
Social Distancing		Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Handwashing and cleaning (if needed). Conversations with parents. Risk assessments and individualised approach in place for students who might struggle to follow expectations. Behaviour Policy Addendum.	
Social Distancing		Approach to assemblies – if still occurring, plan in place to manage social distancing.	Assemblies are within year group bubbles and online.	Done
Social Distancing		Social distancing plans communicated with parents, including approach to breaches.		Done
Social Distancing		Arrangements in place for the use of the playground.		Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Catering		Arrangements for when and where each group will take lunch (and break time) are in place so that children do not mix with children from other groups.		Done
PPE		PPE requirements understood and appropriate supplies in place. Long-term approach to obtaining adequate PPE supplies in place.		Done
Pupil Re-orientation		Approach and expectations around school uniform determined and communicated with parents.	Principal's letter home.	Done
Pupil Re-orientation		Changes to the school day/timetables shared with parents.	Letter to parents regarding the coming year.	Done
Pupil Re-orientation		Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Safeguarding		Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Behaviour Policy Addendum Safeguarding Policy	
Curriculum / learning environment		Current learning plans, revised expectations and required adjustments have been considered.		Done
Curriculum / learning environment		<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place.</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 – including no contact sport • Practical science lessons • DT/ FT • Drama/Music 	Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	Done
Communication		Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.		Done
Communication		Governors / Trust consulted on full opening plans.		Done
Communication		Union representatives consulted on full opening plans.		Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Communication		Risk Assessment shared with LGB, staff and parents.		Done
Communication		<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Plan for full opening- • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered break / lunch • Varied entry and exits • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	Letter to parents and information on website.	Done
Communication		<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered break/lunch • Varied entry and exits • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	Letter to parents and information on website.	Done
Communication		On-going regular communication plans determined to ensure parents are kept well-informed	Letter to parents and information on website.	Done

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Before and after school clubs		Approach in place for before/after school clubs implements the necessary protective measures.	No clubs before half-term, to be monitored and reviewed. Wellbeing activities may be available tbc.	Done

2] Response to Infection

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Response to any infection		15. engage with the NHS Test and Trace process 16. manage confirmed cases of coronavirus (COVID-19) amongst the school community. 17. contain any outbreak by following local health protection team advice.	Do members of staff know what is required of them?	Done
Response to suspected/ confirmed case of COVID19 in school		Approach to confirmed COVID19 cases in place during school day: <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. 	First Aid Policy	Done
Response to suspected/ confirmed case of COVID19 in school		Approach to confirmed COVID19 cases in place outside of school hours: <ul style="list-style-type: none"> • Approach to relocating students away from certain parts of the school to clean, if possible. • Cleaning procedure in place. • Arrangements for informing parent community in place. 	First Aid Policy	Done
Response to suspected/ confirmed case of COVID19 in school		Process in place to engage with the Test and Trace and contract tracing process.	First Aid Policy	Done
Cleaning		<ul style="list-style-type: none"> • The school should consult with their in-house cleaning team to arrange a deep clean - may be 	<ul style="list-style-type: none"> • If you have been informed that someone has tested positive with covid-19 then any area/room 	Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
		<p>appropriate before staff and pupils return to school.</p> <ul style="list-style-type: none"> • More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. 	<p>they have accessed should be secured for 72 hours then undergo a thorough clean.</p> <ul style="list-style-type: none"> • Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. 	

3] School Operations

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Dedicated school transport, including statutory provision		<p>It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should 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. 	SHS to provide Cambs Transport [upon request] with support regarding timings, student numbers and possible seating plans. We await contact from Cambs Transport.	Done
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 re-opening arrangements 		Done
Preparing Buildings and Facilities		Classrooms and office spaces re-designed to allow office-based staff to work safely where required.		Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Preparing Buildings and Facilities		Consideration given to premises lettings and approach in place.	<p>Sports hall repurposed as a BSU and Gym as staff area.</p> <p>Laptop trollies from canteen and hall to be placed in BSU together with cleaning station.</p> <p>Cannot be let and reassembled with sufficient time for cleaning in between.</p> <p>Lettings risk assessment completed if required.</p>	Done
Preparing Buildings and Facilities		Consideration given to the arrangements for any deliveries.		Done
Emergency Evacuations		<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>In the event of emergency, the priority is getting out of the building calmly regardless of social distancing. FOLLOW NORMAL FIRE EVACUATION PROCEDURE.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Evacuation routes would cause multiple groups/bubbles of people to come into contact.</p> <p>Remind staff and students of the fire exit points and procedure.</p>	Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Staffing		Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, lunchtime and office/admin staff.		Done
Staffing		Approach to staff absence reporting and recording in place [use the one currently in place during Covid-19]. All staff aware.	Staff briefing / letter / email	
Staffing		Plans to respond to increased sickness levels are in place.	Remote learning 'Plan B' Remote key worker / vulnerable students in the event of a localised lockdown.	Done
Staffing		Approaches for meetings and staff training in place.	TEAMS Revised calendar in place.	Done
Staffing		Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated with seamless curriculum in place.	TEAMS	
Staffing		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 respect of tasks they are unfamiliar with.		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Learning outside the classroom (day trips, etc.)		<ul style="list-style-type: none"> keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 	<p>For more information contact Stephen Brown (Outdoor Education Adviser)</p> <p>No trips to take place this term.</p>	Done
Physical activity		<ul style="list-style-type: none"> Outdoor sports should be prioritised where possible, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. Pupils should be kept in consistent groups. Sports equipment thoroughly cleaned between each use by different individual groups. Contact sports to be avoided. 	<p>For more information contact Ian Roberts (Specialist Adviser - Physical Education and School Sport)</p>	
Staffing		<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 aware of available support and advice for schools and pupils</p>	Done
Staffing		<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>		Done
Staffing		<p>The approach for inducting new starters / NQTs / Trainee teachers has been reviewed and updated in line with current situation.</p>	<p>Trainees to start three weeks later and we will look at opportunities for them to observe good practice.</p>	Done
Staffing		<p>Arrangements to return any furloughed staff in place.</p>		

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What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Staffing		Any staff contracts that need to be issued, extended or amended considering the current situation have been.		Done
Staffing		Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	N/A	
Transport		Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Letter / email to parents	Done
Catering		Arrangements in place to provide food to students on site, including the students eligible for free school meals.		Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Transition into new year group What will need to be different this year because of COVID19?		Online/ website support for families and young people around transition.		Done
Transition into new year group What will need to be different this year because of COVID19?		Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <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 		Done
Safeguarding		Consideration given to any student who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	Review the individual student risk assessment [where in place] to identify any support or arrangements needed for their return to school.	
Safeguarding		Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff refresher training session on processes and procedures [online training].	Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Safeguarding		Updated Child Protection Policy in place.	Adopted most recent Child Protection Policy	Done
Safeguarding		Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable students to return to school.		Done
Governors/ Governance		Meetings and decisions that need to be taken are prioritised.		Done
Governors/ Governance		Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between leaders and governors is clear and understood.		Done
Governors/ Governance		Governors prepared for start of school year (clerking, etc.).		Done
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.		Done
Finance		Additional costs incurred due to COVID19 are understood and clearly documented.		Done
Finance		Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Finance		Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		Done
Finance		Insurance claims, including visits/trips booked previously.		Done
Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff that if the fire alarm is activated that they must still keep 2m distancing when at the evacuation point. 	Review Fire Safety Policy with regards evacuation areas and how this can be achieved with whole school.	Done
First Aid		<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. Review of the First Aid policy to include consideration of the risk of infection of covid-19. 	<p>First aider on site at all times.</p> <p>Social distancing provisions are in place for medical rooms.</p> <p>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</p> <p>Revised First Aid Policy in place.</p> <p>First Aid staff trained on line in use of PPE and treating a child/adult on site showing symptoms.</p>	Done

4] Curriculum, Behaviour, Pastoral Support

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and co-operation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. Encourage staff to co-operate with government plans for contact tracing. 	<p>Behaviour Policy will be amended to reflect new on-site changes.</p> <p>Staggered start to year so each year group / bubble can have time to be introduced to this new way of learning.</p>	
Increased risk of transmission	Staff and Pupils social distancing	<ul style="list-style-type: none"> Ensure availability of staff is adequate. Ensure that social distancing measures can be maintained at all times. Review activities that can be carried out. The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any non-essential equipment into the school. 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together – we will be keeping them in their bubbles. avoiding contact between groups – as they will be in bubbles and have staggered break / lunch, there should be no 'cross-contamination'. arranging classrooms with forward facing desks – all rooms will have furniture removed except for students / staff chairs and desks and will face the front. staff maintaining distance from pupils and other staff as much as possible – staff will regularly be reminded 	Done

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
			and signage will be displayed.	
Pupil Re-orientation		Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Well-being classes in place to be overseen by Skills for Life Manager.	Done
Pupil Re-orientation		Re-orientation support for school leavers is developed.	Staggered start to enable gentle reintroduction. Well-being classes in place to be overseen by Skills for Life Manager.	Done
Pupil Re-orientation		Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support / vulnerable groups 	Staggered start to enable gentle reintroduction. Wellbeing classes in place to be overseen by Skills for Life Manager.	Done
Curriculum / learning environment		Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Well-being curriculum • recognising ‘non-curriculum’ learning that has been done • capturing pupil achievements/outcomes • utilising the DFE ‘catch-up’ funding and programmes 		
Curriculum / learning environment		Student behaviour policy reviewed and reflects the current circumstances.		

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
SEND		Approach to provision of the elements of the EHCP including health/therapies in place.		Done
SEND		Annual reviews.		Done
SEND		Requests for assessment considered.		Done
SEND		Consider any student who may need support with their return to school and consult with the family and other agencies involved. Including any support required for students to understand new rules i.e. social distancing.		Done
Attendance		Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		Done
Attendance		Approach to support for parents where rates of persistent absence were high before closure.		Done

5] Contingency Planning

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Done
Contingency planning for a further outbreak		<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	Key worker / vulnerable students' rota in the event of localised lockdown.	Done
Remote Education Contingency Plan		All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	'Plan B' – online remote learning using TEAMS, combination of online sessions and set online work assignments.	Done

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools, which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices.

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and students should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)