

## Mulberry UTC

### COVID19: Re-opening Risk Assessment and Action Plan

**TRUST:** Mulberry Schools Trust

**OWNER:** Trust board and CEO, Principals of MST schools

**DATE:** 19/5/2020

#### 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 phased re-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
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- Health and safety at work act (1974)
- Management of Health and Safety at Work Regulations 1999
- PPE at work regulations 1992
- Workplace (health, safety and welfare) regulations 1992
- Control of Substances Hazardous to Health Regulations 2002

#### Steps of Re-opening Preparation:



## Introduction

This document has been developed using guidance from various LA, including Tower Hamlets, DFE guidance, CST guidance and joint union representation. It starts by considering SAGE modelling. The hierarchy of controls we are asked to factor into our planning to help prevent the spread of COVID-19 are set out below.

- *Controlling the transmission of the disease:* minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- *Management and control through personal hygiene:* cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- *Ensuring good respiratory hygiene:* promoting the 'catch it, bin it, kill it' approach
- *Enhanced cleaning regimes:* cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- *Minimising contact and mixing:* altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> <li>• Review site security</li> </ul>		M	<ul style="list-style-type: none"> <li>• Review statutory guidance.</li> <li>• Site and every room requires deep cleaning using <a href="#">COVID-19 non-healthcare settings guidance</a>.</li> <li>• Schools should undertake site inspections.</li> <li>• Increased cleaning regime.</li> </ul>	12.6.20	L
	Office spaces re-designed to allow office-based staff to work safely.	Some smaller offices cannot be ventilated and should not be used	M	<ul style="list-style-type: none"> <li>• Office staff desks – every other desk occupied.</li> <li>• Many staff working from home until necessary with appropriate risk assessment and agreed work activities, scheduled contact time, access to resources and wellbeing site.</li> </ul>	12.6.20	L

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				<ul style="list-style-type: none"> <li>Staff divided into teams to allow for social distancing and no staff facing each other.</li> <li>Review IT/ equipment for staff working remotely.</li> </ul>	12.6.20	L
	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing to be in place.</p> <p>Reduce maximum lift capacity to one person.</p>		M	<ul style="list-style-type: none"> <li>2-meter markers are present on floors.</li> <li>One way system in place to enter and exit the school. Signage in place. Schools have multiple entry and exit points. Entrances and exit to be staffed.</li> </ul>	12.6.20	L
	Consideration given to premises lettings and approach in place.	Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.	M	<ul style="list-style-type: none"> <li>Lettings risk assessment completed.</li> <li>No lettings for the remainder of school year, if possible. (to be negotiated and kept under review)</li> </ul>	20/05/20	L
	Consideration given to the arrangements for any deliveries.		L	<ul style="list-style-type: none"> <li>Contactless deliveries are in place. Staff should wash hands after any handling.</li> </ul>	20/5/2020	L

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<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – staff are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Make clear that in any emergency staff do not need to stay 2 metres apart, e.g. terrorist attack, fire or explosion and large numbers may need to move fast to evacuate.</p>	<p>Current evacuation routes could cause multiple groups of people to come into contact. However, the schools have limited numbers of pupils on site at any one time.</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	M	<ul style="list-style-type: none"> <li>Revised evacuation procedure and shared with all staff and children.</li> <li>Buddy system updated.</li> <li>Fire drill.</li> <li>Risk assessment for vulnerable children/those with mobility issues.</li> </ul>	<p>12.6.20</p> <p>Students and staff given specific guidance about fire evacuation procedures</p>	L

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Cleaning and waste disposal/ hygiene	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance</a> .	Low supplies of sanitiser or soap Lack of tissues in classroom	M	<ul style="list-style-type: none"> <li>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly and including toilets.</li> <li>Hand towels and hand wash are to be checked and replaced as needed, no multi use hand towels in use (Premises staff/FM team and cleaning staff)</li> </ul>	1/6/2020  N/A	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime and staff appropriately protected.	Cleaning staff attendance low	M	<ul style="list-style-type: none"> <li>Review arrangements for cleaning in line with guidance.</li> <li>Wear gloves, apron, wash hands, surgical masks if splashing lightly, dispose of cloths/mop heads. PPE to be double bagged and stored securely for 48 hours.</li> </ul>	12.6.20	L

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	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.		M	<ul style="list-style-type: none"> <li>Hand sanitiser available at the school entrances and exit points and each corridor in use.</li> <li>Lidded bins in classrooms.</li> <li>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</li> <li>Stock check and ordering schedule reviewed and order made.</li> <li>Each member of staff has been provided with their own supply of hand sanitiser, disinfectant wipes and tissues which can be replenished.</li> </ul>	12.6.20  'Buddy bags' distributed to staff during re-orientation sessions on 11/12 and 12/12/20	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<ul style="list-style-type: none"> <li>All staff advised that they will need to leave the site by 4pm in order for cleaning to be undertaken.</li> </ul>	12.6.20 (Staff leave by 4pm; building closes 7pm)	L
	Waste disposal process in place for potentially contaminated waste.		M	<ul style="list-style-type: none"> <li>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</li> <li>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</li> </ul>	12.6.20 Guidance given to premises team about this	L



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	Encourage good personal hygiene	Lack of facilities. Increase hand washing facilities as well as keeping social distancing.		<ul style="list-style-type: none"> <li>Staff and students advised about the importance of frequent handwashing for 20 seconds and thorough drying.</li> <li>Students and staff required to clean hands on arrival, before or after eating and if sneezing or coughing. E</li> <li>Advice given to students and staff about not touching eyes, mouth or nose and using tissues for coughing/sneezing – catch it, bin it, kill it.</li> </ul>	12.6.20 and ongoing  Detailed guidance about this given to staff and students	L
<b>Classrooms</b>	The number of staff and CYP (children and young person) that can use each room at any one time has been determined according to the physical capacity of the school site.  NB: up to 15 per group.	Risk if not enough staff are in- therefore pupil numbers to be reviewed.	M	<ul style="list-style-type: none"> <li>Classrooms measured and capacity assessed.</li> <li>Most rooms can fit 12 students so have been set up to accommodate this number. Some can hold 15 so have been set up this way.</li> <li>Corridors set up with 2m distancing tape and one way system in place.</li> </ul>	12.6.20  All rooms that will be used this term are now set up with 2m distancing in place.	L

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	<p>Classrooms have been rearranged to allow as much space between individuals as practical.</p> <p>Excess furniture removed.</p> <p>Keep room ventilated by opening windows.</p> <p>Utilise large spaces where possible and appropriate and consider opportunities for outdoor learning.</p>		M	<ul style="list-style-type: none"> <li>Furniture rearranged to comply with 2 m social distancing. Other areas of the school are zoned off.</li> <li>Students and staff advised that where possible they should stand to one side and not face each other.</li> </ul>	<p>12.6.20</p> <p>All rooms that will be used this term set up in this way.</p>	L
	<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>		M		<p>12.6.20</p> <p>One way system in place throughout the building</p>	L
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p><i>NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</i></p>	Lack of cleaning wipes	L	<ul style="list-style-type: none"> <li>Any shared surfaces to be disinfected if touched.</li> <li>PC equipment, mouse, buttons, switches all regularly cleaned.</li> <li>Classrooms to be furnished with disinfectant wipes.</li> </ul>	<p>12.6.20</p> <p>Guidance in place for cleaners. Antibac wipes and spray given to staff.</p>	L
	<p>Resources which are not easily washable or wipeable have been removed.</p>		M		<p>12.6.20</p>	L

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	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.		L	<ul style="list-style-type: none"> <li>• Posters at entrance and exit for students and staff</li> <li>• One way signs throughout the building.</li> <li>• 'Clean this classroom/Do not enter' signs on the door of every room that will be used this term.</li> <li>• 'Have you washed them?' signs on toilet doors and next to sinks.</li> <li>• Social distancing signage on the floors.</li> <li>• Information posters at entrance, in classrooms and in other key locations.</li> </ul>	12.6.20	L

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Staffing	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.  Including at least one of the following: <ul style="list-style-type: none"> <li>• First aider</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> <li>• Headteacher or Deputy</li> </ul>	Absence of either Head or Deputy Head, or enough first aiders, or DSL. Therefore to be reviewed each day and sent to staff daily	H  H	<ul style="list-style-type: none"> <li>• Staff audit re available to work on-site completed</li> <li>• Names of first aiders, DSL, Office lead, person in charge will be emailed out daily by SBR with the daily bulletin.</li> </ul>	12.6.20	M  L
	Approach to staff absence reporting and recording in place. All staff aware.		L	<ul style="list-style-type: none"> <li>• Staff will continue to report daily absence as usual; daily bulletin will be sent to staff by SBR every morning.</li> </ul>	12.6.20	
	Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).  Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.			<ul style="list-style-type: none"> <li>• Every member of staff with any vulnerable factors has completed a risk assessment with their line manager, including all BAME staff.</li> <li>• All but one member of staff will return to work in the building at least one day a week.</li> </ul>	12.6.20	L

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	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	If lack of staff, schools will need to review and could potentially partially close or fully close.		<ul style="list-style-type: none"> <li>Daily and weekly cover will be arranged by S Brian as usual.</li> </ul>	12.6.20	L
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).			<ul style="list-style-type: none"> <li>Guidance issued to all staff as part of re-orientation sessions on 11.6.20 and 12.6.20 and shared electronically with those not attending.</li> </ul>	12.6.20	L
	Approaches for meetings and staff training in place.	Face to face meetings are preferable, particularly safeguarding, centre assessed grades, etc.	M	<ul style="list-style-type: none"> <li>Staff advised to hold meetings remotely using video where possible.</li> <li>Inclusion panel will continue remotely.</li> <li>Some face to face individual counselling sessions for students will resume on 15.6.20.</li> <li>Staff meeting room set up in the building with socially distanced desks and chairs.</li> </ul>	12.6.20	L
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.			<ul style="list-style-type: none"> <li>Plans in place to manage both online and face to face learning, led by subject teams.</li> </ul>		L

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	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>			<ul style="list-style-type: none"> <li>Staff carrying out new roles will receive appropriate training.</li> </ul>	N/A	L
	<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>			<ul style="list-style-type: none"> <li>Staff made aware of available support and advice for schools and pupils available from the trust, including the Educational Psychology service and counselling services.</li> <li>The leave/Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements.</li> <li>Reduce anxiety of staff or pupils through increasing staff communications.</li> </ul>	12.6.20 and ongoing	L
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Government plans from 1<sup>st</sup> June on test, contact and trace mechanisms will be implemented.</p>		M	<ul style="list-style-type: none"> <li>All staff have received guidance on how to get tested and are clear on the requirement to report symptoms and to self-isolate.</li> </ul>	12.6.20	L

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	The approach for inducting new starters has been reviewed and updated in line with current situation.		M	<ul style="list-style-type: none"> <li>There are no new starters at MUTC this term; approach to be reviewed in advance of September when there will be some.</li> </ul>	12.6.20	L
	Return to school procedures are clear for all staff.		M	<ul style="list-style-type: none"> <li>Clear and detailed guidance issued to staff and updated on a regular basis via 'live' document on Teams.</li> <li>All teaching staff have attended re-orientation sessions within the building on 11.6.20 or 12.6.20.</li> </ul>	12.6.20	L
	Arrangements to return any furloughed staff in place.			<ul style="list-style-type: none"> <li>N/A</li> </ul>		
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		L	<ul style="list-style-type: none"> <li>By Director of HR/HR teams in schools.</li> </ul>	12.6.20 and ongoing	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		L		N/A	L

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	<p>Arrangements in place for any visitors/contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		M	<ul style="list-style-type: none"> <li>Parkwood staff are clear about how to manage contractors coming on site.</li> <li>Parkwood team joined staff re-orientation sessions to ensure they are clear about procedures.</li> <li>No visits to be allowed from non-essential visitors.</li> <li>Any essential visitors will be asked to complete health questionnaire.</li> </ul>	12.6.20	L
				<ul style="list-style-type: none"> <li>Visits will be discouraged and unannounced visitors will not be allowed to come to the building during this time.</li> <li>Parent/carer meetings to be kept to a minimum.</li> <li>Electronic sign-in for staff via Teams in place.</li> </ul>	12.6.20	L
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, mentors. Protocols and expectations shared. If possible cancel these sessions.</p>		M	<ul style="list-style-type: none"> <li>Educational psychologist and SEN team will continue remote sessions.</li> <li>No other externally employed adults will be allowed into the building at this time.</li> </ul>	12.6.20	L



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	<p>This risk assessment covers all staff. However, a risk mitigation plan should be developed for all BAME staff over 50, as well as any BAME member of staff who would like an individualised risk assessment.</p> <p>An open and collaborative discussion should take place between staff member and line manager. It should be a co-production approach.</p>		M	<ul style="list-style-type: none"> <li>Risk assessment discussions have taken place and forms have been completed for all staff with risk factors including all BAME staff.</li> <li>This has led to all except one member of staff deciding they can return to work in the building.</li> </ul>	12.6.20	L
Group Sizes	<p>Class groups have been determined on the basis of small, consistent groups of CYP, that can remain separate from other people and groups. NB: Up to 15 pupils in any one group.</p>		M	<ul style="list-style-type: none"> <li>Students will work in small subject-specific groups of 12-15 each with two teachers on each day delivering sessions to them.</li> </ul>	12.6.20	L
	<p>Vulnerable and critical worker group sizes determined. NB: with peers where possible.</p>		M	<ul style="list-style-type: none"> <li>Vulnerable students have been invited to attend school at MUTC from 15.6.20 onwards.</li> </ul>	12.6.20	L
	<p>Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.</p>	<p>Checked and reviewed daily to ensure 1:15 ratio at all times, and social distancing</p>	M	<ul style="list-style-type: none"> <li>Clear staffing plan and rota is in place with SLT support; will be reviewed on a daily basis to ensure ratios are in place.</li> </ul>	12.6.20	L

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Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times and locations (if possible)</li> <li>Staggered or limited amounts of moving around the school/ corridors</li> <li>Classroom design</li> <li>Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>Toilet arrangements</li> </ul>		M	<ul style="list-style-type: none"> <li>Staggered start times not needed owing to small numbers attending.</li> <li>Students will remain in classrooms for breaktime with supervision, to limit movement around the building.</li> <li>Staff will allow students to the toilets one at a time at breaktime.</li> <li>Students will collect lunch and go home after the morning sessions.</li> </ul>	12.6.20	L
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p> <p>Travel for transporting individuals who have complex needs, e.g. fastening seatbelt need individual risk assessment</p> <p>Follow the <a href="#">coronavirus COVID-19 safer travel guidance for passengers</a></p>	Staffing for young people with complex needs.	M	<ul style="list-style-type: none"> <li>Clear information about travelling to school has been shared with parents/carers, staff and students by the Principal.</li> <li>Travel audit of staff completed; students to be surveyed when they return in relation to travel arrangements.</li> <li>Most staff will walk, cycle or drive; those taking public transport will be travelling outside of peak times.</li> </ul>	12.6.20	L

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	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		M	<ul style="list-style-type: none"> <li>On arrival, students move straight to their classroom and sit at named tables to wait for the rest of class to arrive/class to begin.</li> <li>Dispersal of any groups by SLT/staff on a rota basis.</li> </ul>	12.6.20	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		M	<ul style="list-style-type: none"> <li>Guidance in place for how to deal with breaches by students.</li> <li>Students briefed in virtual assembly on 12/6/20.</li> <li>Ongoing conversations will be had with parents/carers.</li> <li>SEN/vulnerable students who might struggle to follow expectations have been risk assessed.</li> </ul>	12.6.20	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.		M	<ul style="list-style-type: none"> <li>Assemblies to be virtual for the time being.</li> </ul>	12.6.20	L
	Social distancing plans communicated with parents, including approach to breaches.		L	<ul style="list-style-type: none"> <li>Letters and calls to parents have been made; conversations will be ongoing.</li> </ul>	12.6.20	L

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	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.		M	<ul style="list-style-type: none"> <li>Tables and chairs on the Terrace will only be used by staff for outside meetings and will be regularly cleaned.</li> <li>Students will not move around the building at break or lunchtime.</li> <li>One-way system in place.</li> </ul>	12.6.20	L
	Consider holding any meetings outside and establish meeting etiquette and place hand sanitiser in meeting rooms			<ul style="list-style-type: none"> <li>Hand sanitiser or wipes in all offices and meeting rooms; staff also have this in their buddy bags.</li> </ul>	12.6.20	L
Catering	Arrangements in place to provide food to CYP (children and young people) on site, including the requirement of universal free school meals.		M	<ul style="list-style-type: none"> <li>Catering team will provide cereal bars and bottles of water for morning break.</li> <li>Catering team will provide packed lunches for students at the end of morning sessions each day; all students will be given these regardless of FSM eligibility.</li> </ul>	12.6.20	L
	Review catering COVID-19 risk assessment.					L
	Establish clear communication with catering or FM teams if they have COVID-19 symptoms or sickness.					
	Arrangements for the continued provision of FSMs for children not attending school are in place.			<ul style="list-style-type: none"> <li>Vouchers will continue to be provide to eligible students.</li> </ul>	12.6.20	L

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	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.			<ul style="list-style-type: none"> <li>• Breaktime will be classroom-based.</li> <li>• Students will collect packed lunch after morning session and go home.</li> </ul>	12.6.20	L
	Arrangements for food deliveries in place			Catering team have arranged this.	12.6.20	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		M	<ul style="list-style-type: none"> <li>• Staff and students have been clearly briefed about use of PPE and masks.</li> <li>• Masks will be allowed within the building but not in classrooms.</li> <li>• Staff in vulnerable groups will be provided with visors for self-protection.</li> <li>• First aid staff will be given visors, gloves and aprons.</li> </ul>	12.6.20	L

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<p><b>Response to suspected/ confirmed case of COVID19 in school</b></p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated- only one pupil at a time.</li> <li>• If pupils require personal care onsite and staff cannot keep 2 metres apart, staff should wear surgical masks and disposable gloves.</li> <li>• Cleaning procedure in place.</li> <li>• Arrangements for informing parent/ community in place.</li> <li>• Public Health England will conduct a rapid investigation if other cases are detected.</li> </ul>		H	<ul style="list-style-type: none"> <li>• Procedure in place for any students with symptoms to be isolated and Principal informed.</li> <li>• The school has registered as an employer to be able to refer staff for testing if this is needed.</li> <li>• CEO/Trust will be informed immediately if there is a confirmed case.</li> <li>• HSE and/or Public Health England will be informed if necessary; the school will cooperate fully with the Test and Trace service.</li> <li>• Cleaning regime will be reviewed following any COVID-19 case to ensure cleaning products used are correct for infection control use <a href="#">decontamination in non-healthcare settings guidance</a>.</li> </ul>	12.6.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating CYP away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>		M	<ul style="list-style-type: none"> <li>• Premises team will support core SLT to relocate sessions away from potential contamination if a case is confirmed.</li> </ul>	12.6.20	L
<p><b>Pupil Re-orientation</b></p> <p><i>back into school after a period of closure/ being at home</i></p>	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.		L	<ul style="list-style-type: none"> <li>• Students and parents/carers are aware that they can attend school if they are key workers.</li> </ul>	12.6.20	L
	Approach and expectations around school uniform determined and communicated with parents.		L	<ul style="list-style-type: none"> <li>• Dress code communicated to parents and importance of washing clothes every day emphasized.</li> </ul>	12.6.20	L
	Changes to the school day/timetables shared with parents.		L	<ul style="list-style-type: none"> <li>• Parents have been sent the timetable that will be in place from Monday 15.6.20.</li> </ul>	12.6.20	L
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.		M	<ul style="list-style-type: none"> <li>• Water fountains will be taken out of use; students will be given bottle of water at breaktime.</li> </ul>	12.6.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.		L	Plans in place through subject teams and SLT. Materials for first 'welcome back' session developed and will be shared with students when they return.	12.6.20	L
	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.		L	Plans in place for this through pastoral teams.	12.6.20	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	School counsellor will continue to provide face to face and virtual support for students; students will also be signposted to other services where appropriate.	12.6.20	
	Re-orientation support for school leavers is developed.			Support in place for Year 11 and Year 13 students who have finished at MUTC this summer.	12.6.20	
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> <li>Financial</li> <li>Increased FSM eligibility</li> <li>Referrals to social care and other support</li> <li>PPG/ vulnerable groups</li> </ul>		M	<ul style="list-style-type: none"> <li>Food bank and emergency support in place and ongoing.</li> </ul>	12.6.20	L



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Partial Re-opening	All students have access to technology and remote learning offer.  Blended approach between physical and remote learning developed, including support for those CYP who are shielding/clinically vulnerable.	Risk of students not accessing remote learning falling behind	L	<ul style="list-style-type: none"> <li>Teaching staff will continue to work with students on Teams as well as running face to face sessions when school reopens.</li> <li>Pastoral staff are continuing to work to monitor and intervene on lack of engagement.</li> <li>Digital devices ordered through DFE scheme will be distributed when they arrive.</li> </ul>	12.6.20	L
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Review if numbers become large	L	<ul style="list-style-type: none"> <li>Attendance to school will be reviewed daily.</li> </ul>	12.6.20	L
Transition into new year group  <i>What will need to be different this year because of COVID19?</i>	Online/website support for families and young people around transition.			Pastoral team are continuing to support in relation to transition.	12.6.20	
	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"> <li>Primary to Secondary</li> <li>Vulnerable children</li> <li>Children with SEND</li> <li>Physical and sensory needs, including adaptations, equipment etc (lead in times)</li> <li>Post 16</li> <li>School Leavers</li> </ul>		L	<ul style="list-style-type: none"> <li>Year 10 and Year 12 virtual induction is being planned, with online virtual materials being developed.</li> <li>Vulnerable and SEN students are being supported with transition to college/university/apprenticeships.</li> </ul>	12.6.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.		M	<ul style="list-style-type: none"> <li>Risk assessment have been completed for vulnerable and SEN students.</li> </ul>	12.6.20	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	<ul style="list-style-type: none"> <li>Guidance provided for staff electronically; refresher safeguarding training to be provided once school reopens.</li> </ul>	12.6.20	L
	Updated Child Protection Policy in place.		H	<ul style="list-style-type: none"> <li>Addendum to COVID19 Child Protection Policy in place and has been shared via website.</li> </ul>	12.6.20	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.			Work with SEN, social care, early help and other teams is ongoing.	12.6.20	
	Consideration given to the safe use of physical contact in context of managing behaviour.		M	<ul style="list-style-type: none"> <li>Physical contact highly unlikely to be necessary in relation to managing behaviour.</li> <li>Staff will be given guidance when they return about how to safely manage behaviour issues in the context of infection control and distancing.</li> </ul>	12.6.20	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			<ul style="list-style-type: none"> <li>Curriculum and schemes of learning for summer half term two have been reviewed, including methods of assessment.</li> </ul>	12.6.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<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"> <li>• PE</li> <li>• Practical science lessons</li> <li>• DT/ FT</li> </ul>		M	<ul style="list-style-type: none"> <li>• No practical lessons will take place in any subject this term.</li> </ul>	12.6.20	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that has been done</li> <li>• capturing pupil achievements/ outcomes</li> </ul>			<ul style="list-style-type: none"> <li>• Guidance provided to staff as part of reorientation process.</li> </ul>	12.6.20	L
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>			<ul style="list-style-type: none"> <li>• Behaviour policy has been reviewed and addendum created.</li> </ul>	12.6.20	L
<b>CYP with SEND</b>	<p>Approach to provision of the elements of the EHCP including health/therapies.</p>		M	<ul style="list-style-type: none"> <li>• Reviews have been undertaken for EHCP students as part of risk assessment process; this will be ongoing once school reopens.</li> </ul>	12.6.20 and ongoing	L

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	Annual reviews.		L	<ul style="list-style-type: none"> <li>Virtual annual reviews are already in place and will continue.</li> </ul>	12.6.20 and ongoing	L
	Requests for assessment.			Any requests for SEN assessment will be responded to as usual but with limitations made clear in relation to gathering evidence about students' normal ways of working in classrooms.	12.6.20 and ongoing	
Attendance	Approach to supporting attendance for prioritised year groups determined.	Confidence levels are low from about half of all families		<ul style="list-style-type: none"> <li>Attendance team will continue to prioritise Y10 and Y12.</li> <li>Attendance policy has been reviewed in light of government guidance.</li> </ul>	12.6.20	L
	Approach to support for parents where rates of persistent absence were high before closure.			<ul style="list-style-type: none"> <li>Attendance and pastoral team will closely monitor students whose absence rates were high before closure.</li> </ul>	12.6.20	
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		M	<ul style="list-style-type: none"> <li>All policies, procedures and plans have been shared with parents/carers, students and staff via email and the website and (for staff) via Teams.</li> <li>Teaching staff have attended reorientation sessions in the building.</li> </ul>	12.6.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Re-opening plans shared with trustees and governors.			To be done once CEO has seen full risk assessment.	Not yet completed	
	Communications with parents: <ul style="list-style-type: none"> <li>Plan for partial re-opening</li> <li>Social distancing plan</li> <li>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> </ul>		M	<ul style="list-style-type: none"> <li>Plans and guidance have been shared in full with parents/carers.</li> </ul>	12.6.20	L
	Pupil communications around: <ul style="list-style-type: none"> <li>Changes to timetable</li> <li>Social distancing arrangements</li> <li>Staggered start times</li> <li>Expectations when in school and at home</li> <li>Travelling to and from school safely</li> </ul>		M	<ul style="list-style-type: none"> <li>Students have been given full details about plans, guidance, policies and procedures.</li> <li>These have been emailed and shared on the phone and students have attended virtual assemblies and tutor time sessions where guidance has been explained to them.</li> </ul>	12.6.20	L
	On-going regular communication plans determined to ensure parents are kept well-informed		M	<ul style="list-style-type: none"> <li>Letters, website updates, social media.</li> </ul>	12.6.20	L
<b>Governors/</b>	Meetings and decisions that need to be taken prioritised.			<ul style="list-style-type: none"> <li>Virtual governing body meetings to take place on 18.6.20.</li> </ul>	12.6.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Governance	Governors and trustees are clear on their role in the planning and re-opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.		M	<ul style="list-style-type: none"> <li>Scheme of delegation means trustees hold the risk and decision making authority, with guidance from executive.</li> <li>Chair of LGB has also been fully involved in consultation and decision making.</li> </ul>	12.6.20	L
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			<ul style="list-style-type: none"> <li>Trustees' conference summer term postponed.</li> </ul>	12.6.20	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			<ul style="list-style-type: none"> <li>Schools have updated calendars.</li> <li>No residentials until further guidance on this.</li> </ul>	12.6.20	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<ul style="list-style-type: none"> <li>Through CE, Principals and director of finance and reported to DFE and trust finance committee.</li> </ul>	12.6.20	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			In place	12.6.20	L

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	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			In place	12.6.20	L
	Insurance claims, including visits/trips booked previously.			In place	12.6.20	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>			Ongoing	12.6.20	L
	Consideration given to any support that may be brokered through working together.			Ongoing	12.6.20	L