

Appendix A

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 (with regular updates)

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"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Review site security 		M	<ul style="list-style-type: none"> • Review statutory guidance. • Site and every room requires deep cleaning using COVID-19 non-healthcare settings guidance. • Schools should undertake site inspections. • Increased cleaning regime. 	10.8.20	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"> • Office staff desks – every other desk occupied. • Staff allocated to specific staff bases to avoid unnecessary mixing between individuals. 	10.8.20	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"> • 2-meter markers present on floors. • Signage on lifts in place • Signage relating to new zoning system in place, indicating which groups may access which parts of the building. 	<p>10.8.20</p> <p>Updated 11.9.20</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Consideration given to premises lettings and approach in place.	Theatre required for use as teaching space and exams; cannot be let and reassembled with sufficient time for cleaning in between.	M	<ul style="list-style-type: none"> Lettings risk assessment completed. No lettings for the autumn term intended to be made at present (to be negotiated and kept under review). 	10.8.20	L
	Consideration given to the arrangements for any deliveries.		L	<ul style="list-style-type: none"> Contactless deliveries are in place. Staff should wash hands after any handling. 	10.8.20	L

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Emergency Evacuations	<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"> Revised evacuation procedure and shared with all staff and children. Buddy system updated. Fire drill. Risk assessment for vulnerable children/those with mobility issues. 	<p>10.8.20</p> <p>Students and staff will be reminded about fire evacuation guidance at the start of the new academic year</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Cleaning and waste disposal/ hygiene	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance .	Low supplies of sanitiser or soap Lack of tissues in classroom	M	<ul style="list-style-type: none"> 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. Hand dryers and hand wash are to be checked and replaced as needed (Premises staff/FM team and cleaning staff) 	10.8.20	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"> Review arrangements for cleaning in line with guidance. Wear gloves, apron, wash hands, surgical masks if splashing lightly, dispose of cloths/mop heads. PPE to be double bagged and stored securely for 72 hours. 	10.8.20	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"> Hand sanitiser available at the school entrances and exit points and each corridor in use. 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. Each member of staff has been provided with their own supply of hand sanitiser, disinfectant wipes and tissues which can be replenished. 	10.8.20 Additional lidded bins are being sourced	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<ul style="list-style-type: none"> All staff advised that they will need to leave the site by 5pm in order for cleaning to be undertaken. 	10.8.20 (Staff will leave by 5pm; building closes 7pm)	L
	Waste disposal process in place for potentially contaminated waste.		M	<ul style="list-style-type: none"> 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). 	10.8.20 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"> Staff and students advised about the importance of frequent handwashing for 20 seconds and thorough drying. Students and staff required to clean hands on arrival, before or after eating and if sneezing or coughing. 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. 	10.8.20 and ongoing Detailed guidance about this given to staff and students	L
Classrooms	<p>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.</p> <p>NB: up to 25 per group.</p>	Risk if not enough staff are in- therefore pupil numbers to be reviewed.	M	<ul style="list-style-type: none"> Classrooms measured and capacity assessed. Most rooms can fit 25 students with 1-metre plus distancing so will be set up to accommodate this number. Corridors set up with 2m distancing tape and zoning system for different groups of students. Rooms were set up before the start of September. 	Updated 11.9.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<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"> Furniture rearranged to comply with 1m+ social distancing. Students and staff advised that where possible they should stand to one side and not face each other. 	<p>10.8.20</p> <p>Rooms will be set up before the start of term.</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"> Any shared surfaces to be disinfected if touched. PC equipment, mouse, buttons, switches all regularly cleaned. Classrooms to be furnished with disinfectant wipes. 	<p>10.8.20</p> <p>Guidance in place for cleaners.</p> <p>Anti-bac wipes and spray given to staff.</p>	L
	Resources which are not easily washable or wipeable have been removed.		M		12.6.20 and ongoing	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"> Posters at entrance and exit for students and staff 'Clean this classroom/Do not enter' signs on the door of every room that will be used this term. 'Have you washed them?' signs on toilet doors and next to sinks. Social distancing signage on the floors. Information posters at entrance, in classrooms and in other key locations. 	12.6.20 and ongoing	L
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> First aider Designated Safeguarding Lead (DSL) SENCO Caretaker/site member Office staff member Headteacher or Deputy 	Absence of either Head or Deputy Head, or enough first aiders, or DSL. Therefore to be reviewed each day and sent to staff daily	<p>H</p> <p>H</p>	<ul style="list-style-type: none"> Staff audit re available to work on-site completed Names of first aiders, DSL, Office lead, person in charge will be emailed out daily by SBR with the daily bulletin. 	10.8.20	<p>M</p> <p>L</p>

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	Approach to staff absence reporting and recording in place. All staff aware.		L	<ul style="list-style-type: none"> Staff will continue to report daily absence as usual; daily bulletin will be sent to staff by SBR every morning. 	10.8.20	L
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>			N/A – all staff expected to return to work in September	10.8.20	L
	<p>Plans to respond to increased sickness levels are in place.</p> <p>Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	If lack of staff, schools will need to review and could potentially partially close or fully close.		<ul style="list-style-type: none"> Daily and weekly cover will be arranged by S Brian as usual. 	10.8.20	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"> Current guidance is that staff can wear normal clothing and do not need to worry about washing it every day. This has been communicated to staff. 	11.9.20	L

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	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"> Staff will be expected to follow all hygiene and distancing protocols during meetings. If distancing is not possible, meetings should be held remotely. Inclusion panel will revert to face to face meetings. Face to face individual counselling sessions will resume in September. Staff training will take place in the Theatre to facilitate distancing. From Monday 14th September, there will not be any face to face meetings between staff that involve more than 6 people. 	10.8.20	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"> Plans are in place to manage both online and face-to-face learning if there is a further lockdown. 	10.8.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Consideration 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>			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"> Staff made aware of available support and advice for schools and pupils available from the trust, including the Educational Psychology service and counselling services. The leave/Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements. Reduce anxiety of staff or pupils through increasing staff communications. 	10.8.20 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 1st June on test, contact and trace mechanisms will be implemented.</p>		M	<ul style="list-style-type: none"> All staff have received guidance on how to get tested and are clear on the requirement to report symptoms and to self-isolate. Reminders to staff given in September. 	11.9.20	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"> New starters fully briefed in September. 	11.9.20	L
	Return to school procedures are clear for all staff.		M	<ul style="list-style-type: none"> Clear and detailed guidance issued to staff and updated on a regular basis via 'live' document on Teams. Full briefing will be given to staff at the start of term in September. 	10.8.20 2.6.20	L
	Arrangements to return any furloughed staff in place.			N/A		
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		L	<ul style="list-style-type: none"> By Director of HR/HR teams in schools. 	10.8.20 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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	Arrangements in place for any visitors/contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		M	<ul style="list-style-type: none"> Premises staff will be briefed about how to manage contractors coming on site. Premises team will join staff briefing sessions at start of term in September, to ensure they are clear about procedures. Non-essential visitors will be kept to a minimum in the autumn term. Any essential visitors will be asked to complete health questionnaire. Unannounced visitors will not be allowed to come to the building during this time. Parent/carer meetings to be kept to a minimum. Electronic sign-in for staff via Teams will continue. 	10.8.20	L
					12.6.20	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, mentors. Protocols and expectations shared.		M	<ul style="list-style-type: none"> Educational psychologist and others will resume face to face sessions in September 2020, with external staff expected to follow all relevant school protocols. 	10.8.20	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"> Risk assessment discussions have taken place and forms have been completed for all staff with risk factors including all BAME staff. Individual staff risk assessments will be reviewed at the start of term in September and on a half termly basis after that. 	10.8.20	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.</p> <p>NB: Up to 25 pupils in any one group.</p>		M	<ul style="list-style-type: none"> Students will work in groups of 22-25 each. Students will remain in allocated classrooms, with teachers travelling to deliver sessions to them. 	10.8.20	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"> Clear staffing plan and rota is in place with SLT support; will be reviewed on a daily basis to ensure ratios are in place. 	10.8.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) 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 		M	<ul style="list-style-type: none"> A 'soft opening' will be in place, involving students flowing into the building from 8.30am onwards. Sixth Form students will remain in classrooms for breaktimes, to limit movement around the building. Year 10 and Year 11 students will have break and lunch in The View. Most Sixth Form students will collect lunch and go home after the morning sessions. 	11.9.20	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 coronavirus COVID-19 safer travel guidance for passengers</p>	Staffing for young people with complex needs.	M	<ul style="list-style-type: none"> Clear information about travelling to school has been shared with parents/carers, staff and students by the Principal. Students have been strongly advised to walk or cycle to school to avoid buses and trains. Most staff will walk, cycle or drive; those taking public transport will wear masks and follow other hygiene protocols. 	10.8.20	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"> A 'soft opening' will be in place, involving students flowing into the building from 8.30am onwards. On arrival, students will move straight to their classrooms and sit at their allocated named tables to wait for the rest of class to arrive/class to begin. Dispersal of any groups by SLT/staff on a rota basis. 	11.9.20	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"> Guidance in place for how to deal with breaches by students. Students will be fully briefed about rules and sanctions at the start of term in September. Ongoing conversations will be had with parents/carers. SEN/vulnerable students who might struggle to follow expectations have been risk assessed. 	10.8.20	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.		M	<ul style="list-style-type: none"> There will be no organised gatherings of more than one class of students; assemblies will be held online. 	Updated 11.9.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Social distancing plans communicated with parents, including approach to breaches.		L	<ul style="list-style-type: none"> Letters and calls to parents have been made; conversations will be ongoing. 	12.6.20	L
	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"> Tables and chairs on the Terrace will only be used by KS4 students during lunch and break times. 	10.8.20	L
	Consider holding any meetings outside and establish meeting etiquette and place hand sanitiser in meeting rooms			<ul style="list-style-type: none"> Hand sanitiser or wipes in all offices and meeting rooms; staff also have this in their buddy bags. Staff meetings must adhere to hygiene and distancing protocols. 	10.8.20	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"> Catering team will provide lunches for students at the end of morning sessions each day. 	10.8.20	L
	Review catering COVID-19 risk assessment.			<ul style="list-style-type: none"> Students will continue to pay for lunch with ID cards; FSM students will continue to have eligibility recorded on cards so that they receive their free lunch entitlement. 		L
	Establish clear communication with catering or FM teams if they have COVID-19 symptoms or sickness.					

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	Arrangements for the continued provision of FSMs for children not attending school are in place.			N/A – all students expected to return to school in September	10.8.20	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.			<ul style="list-style-type: none"> KS4 will be in The View. Most Sixth Form students will collect lunch after morning session and go home. Sixth Form students with afternoon lessons will eat lunch in the Café area. 	10.8.20	L
	Arrangements for food deliveries in place			Catering team will arrange this.	10.8.20	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"> Staff and students will be clearly briefed about use of PPE and masks. Masks will be allowed within the building but not in classrooms. Staff in vulnerable groups will be provided with visors for self-protection. First aid staff will be given visors, gloves and aprons. 	10.8.20	L

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Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated- only one pupil at a time. If pupils require personal care onsite and staff cannot keep 2 metres apart, staff should wear surgical masks and disposable gloves. Cleaning procedure in place. Arrangements for informing parents/carers in place. Public Health England will conduct a rapid investigation if other cases are detected. 		H	<ul style="list-style-type: none"> Procedure in place for any students with symptoms to be isolated and Principal informed. The school has registered as an employer to be able to refer staff for testing. CEO/Trust will be informed immediately if there is a confirmed case. The Tower Hamlets Public Health team will be informed if there is a confirmed case. The school will cooperate fully with the NHS Test and Trace service. Cleaning regime will be reviewed following any COVID-19 case to ensure cleaning products used are correct for infection control use <u>decontamination in non-healthcare settings guidance</u>. 	10.8.20	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approach to confirmed COVID19 cases in place: outside of school hours <ul style="list-style-type: none"> Approach to relocating CYP away from certain parts of the school to clean, if possible Cleaning procedure in place Arrangements for informing parents/carers in place 		M	<ul style="list-style-type: none"> Premises team will support core SLT to relocate sessions away from potential contamination if a case is confirmed. 	10.8.20	L
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	Changes to the school day/timetables shared with parents.		L	Parents were reminded about this before the start of term in September.	Updated 11.9.20	L
	Approach and expectations around school uniform determined and communicated with parents.		L	<ul style="list-style-type: none"> The return to normal dress code has been communicated to parents/carers and students, and was reiterated before the start of term and immediately afterwards. 	Updated 11.9.20	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"> Water fountains have been taken out of use; students have been advised to bring a bottle of water with them each day. 	10.8.20	L
	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.	10.8.20	L

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	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, led by Heads of House.	10.8.20	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.	10.8.20	
	Re-orientation support for school leavers is developed.			Support in place for Year 11 and Year 13 students who finished at MUTC this summer.	10.8.20	
	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 PPG/ vulnerable groups 		M	<ul style="list-style-type: none"> Impact will be closely monitored and any additional support provided or appropriate referrals made. 	Ongoing	L
Transition into new year group <i>What will need</i>	Online/website support for families and young people around transition.			<ul style="list-style-type: none"> Pastoral team are continuing to support in relation to transition. Face-to-face support for Y11, 12 and 13 students provided at results days in August and afterwards. 	10.8.20	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<i>to be different this year because of COVID19?</i>	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 		L	<ul style="list-style-type: none"> • Year 10 and Year 12 virtual welcome sessions delivered successfully at the start of term in September. • Vulnerable and SEN students supported with transition to college, university and apprenticeships. 	Updated 11.9.20	L
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.		M	<ul style="list-style-type: none"> • Risk assessments have been completed for vulnerable and SEN students. • Students' risk assessments will be reviewed at the start of term in September and on a half termly basis after that. 	12.6.20 10.8.20	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	<ul style="list-style-type: none"> • Guidance provided for staff electronically; refresher safeguarding training will be provided during start of year staff INSET in September. 	Updated 11.9.20	L
	Updated Child Protection Policy in place.		H	<ul style="list-style-type: none"> • Addendum to COVID19 Child Protection Policy in place and has been shared via website. 	10.8.20	L

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	Work with other agencies has been undertaken to support vulnerable CYP and families.			Work with SEN, social care, early help and other teams will be ongoing.	10.8.20	
	Consideration given to the safe use of physical contact in context of managing behaviour.		M	<ul style="list-style-type: none"> Physical contact highly unlikely to be necessary in relation to managing behaviour. Staff given guidance in September about how to safely manage behaviour issues in the context of infection control and distancing. 	10.8.20 Updated 11.9.20	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			<ul style="list-style-type: none"> Curriculum and schemes of learning have been reviewed, including methods of assessment, to ensure they take account of learning time lost for Y11 and Y11 students. 	10.8.20	L

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	<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 Practical science lessons 		M	<ul style="list-style-type: none"> No practical lessons will take place in science for KS4 students. Practicals will resume for KS5 students, with teachers and students adhering to guidance about the safe use of equipment. PE sessions will continue, with ongoing risk assessment to ensure safety measures are in place and are adhered to. 	10.8.20	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes 			<ul style="list-style-type: none"> Guidance about how to do this provided to staff at the end of the summer term as part of reorientation process. Further guidance given at the start of term in September. 	12.6.20 Updated 11.9.20	L
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>			<ul style="list-style-type: none"> Behaviour policy has been reviewed and addendum created. 	10.8.20	L
CYP with SEND	<p>Approach to provision of the elements of the EHCP including health/therapies.</p>		M	<ul style="list-style-type: none"> Reviews have been undertaken for EHCP students as part of risk assessment process; this will be ongoing once school reopens in September. 	10.8.20 and ongoing	L

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	Annual reviews.		L	<ul style="list-style-type: none"> Virtual annual reviews will continue until the guidance suggests that it is safe for face to face reviews to take place. 	10.8.20 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.	10.8.20 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"> Attendance team continue to prioritise Y10 and Y12. Attendance policy has been reviewed in light of government guidance. 	10.8.20	L
	Approach to support for parents/carers where rates of persistent absence were high before closure.			<ul style="list-style-type: none"> Attendance and pastoral team closely monitor students whose absence rates were high before closure. 	10.8.20	
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"> All policies, procedures and plans have been shared with parents/carers, students and staff via email and the website and (for staff) via Teams. Staff were given a full briefing about the reopening plans in person at the start of term. 	Updated 11.9.20	L

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	Revised re-opening plans shared with trustees and governors.			Plan shared with governors and trustees and discussed at extraordinary Trust Board meeting in August.	Updated 11.9.20	
	Communications with parents: <ul style="list-style-type: none"> Plan for full re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 		M	<ul style="list-style-type: none"> Plans and guidance have been shared in full with parents/carers. 	10.8.20	L
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home Travelling to and from school safely 		M	<ul style="list-style-type: none"> Students have been given full details about plans, guidance, policies and procedures. 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. Further guidance was provided in the second half of August and at the start of term in September. 	12.6.20 Updated 11.9.20	L
	On-going regular communication plans determined to ensure parents are kept well-informed		M	<ul style="list-style-type: none"> Letters, website updates, social media. 	10.8.20	L

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Governors/ Governance	Meetings and decisions that need to be taken prioritised.			<ul style="list-style-type: none"> Virtual governing body meetings to take place if face-to-face meetings not possible. 	10.8.20	L
	Governors and trustees are clear on their role in the planning and re-opening of the school, including support to leaders.		M	<ul style="list-style-type: none"> Scheme of delegation means trustees hold the risk and decision making authority, with guidance from executive. Chair of LGB has also been fully involved in consultation and decision making. 	12.6.20	L
	Approach to communication between Leaders and governors is clear and understood.					
	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"> Trustees' conference summer term postponed. Members of LGB informed about plans for reopening and dates of meetings for the coming year. 	12.6.20 10.8.20	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"> Schools have updated calendars. No residential until further guidance on this. 	10.8.20	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<ul style="list-style-type: none"> Through CEO, Principals and Director of Finance and reported to DFE and trust finance committee. 		L

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	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			N/A		L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			In place	10.8.20	L
	Insurance claims, including visits/trips booked previously.			N/A		L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> Cleaning IT support Catering 			Ongoing	10.8.20	L
	Consideration given to any support that may be brokered through working together.			Ongoing	10.8.20	L