

## Appendix A

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

**TRUST:** Mulberry Schools Trust

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

**DATE:** 5/1/2021

#### 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).

## Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities .....	4
Emergency Evacuations .....	6
Cleaning and waste disposal/ hygiene.....	7
Classrooms .....	10
Staffing .....	11
Group Sizes .....	17
Social Distancing .....	18
Catering.....	20
PPE .....	21
Response to suspected/ confirmed case of COVID19 in school .....	22
Pupil Re-orientation .....	23
Partial Re-opening .....	<b>Error! Bookmark not defined.</b>
Transition into new year group.....	24
Safeguarding .....	25
Curriculum / learning environment .....	26
CYP with SEND .....	27
Attendance .....	28
Communication .....	28
Governors/ Governance .....	30
School events, including trips.....	31
Finance .....	31

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 in light of any recent changes.</li> <li>• Site and every room requires deep cleaning using <a href="#">COVID-19 non-healthcare settings guidance</a>.</li> <li>• Regular site inspections.</li> <li>• Increased cleaning regime.</li> </ul>	5.1.21 and ongoing	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 – minimum of 2m between desks and maximum of 3 people in any one office space.</li> <li>• Staff allocated to specific staff bases to avoid unnecessary mixing between individuals.</li> </ul>	5.1.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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.		M	<ul style="list-style-type: none"> <li>2-meter markers present on floors.</li> <li>Signage on lifts in place</li> <li>Signage relating to zoning system in place, indicating which groups may access which parts of the building.</li> </ul>	10.8.20	L
	Reduce maximum lift capacity to one person.				1.9.2020	
	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"> <li>Lettings risk assessment completed.</li> <li>No lettings planned for spring term.</li> <li>Lettings to potentially re-start in summer term 2021.</li> </ul>	5.1.21 and ongoing
	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>	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
<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 carried out in December 2021.</li> <li>Risk assessment for vulnerable children/those with mobility issues in place.</li> <li>Fire training for new staff completed.</li> </ul>	<p>5.1.21</p> <p>Students and staff to be reminded about fire evacuation guidance when school building re-opens again</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 <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 dryers and hand wash are to be checked and replaced as needed (Premises staff/FM team and cleaning staff).</li> <li>Consider introducing additional cleaning measures when school building reopens.</li> </ul>	5.1.21 and ongoing	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 72 hours.</li> </ul>	Revised enhanced Covid cleaning protocol adopted Nov 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>		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>	10.8.20	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<ul style="list-style-type: none"> <li>All staff advised that they will need to leave the site by 5pm in order for cleaning to be undertaken.</li> <li>Members of SLT able to remain in the building until 7pm if necessary.</li> </ul>	<p>10.8.20</p> <p>1.9.2020</p>	L



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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>	10.8.20  Guidance given to premises team about this	L
	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.</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>	10.8.20and ongoing  Reminders about this given to staff every week in briefing and by email	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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"> <li>Classrooms measured and capacity assessed.</li> <li>Most rooms can fit 25 students with 1-metre plus distancing so will be set up to accommodate this number.</li> <li>Corridors set up with 2m distancing tape and zoning system for different groups of students.</li> </ul>	<p>10.8.20</p> <p>Revised rooming for Y10 in place from November 2020.</p>	L
	<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 1m+ social distancing.</li> <li>Students and staff advised that where possible they should stand to one side and not face each other.</li> <li>Students and staff permitted to wear coats in classrooms to mitigate the effect of opening windows and doors during the winter months.</li> </ul>	<p>10.8.20</p> <p>1.10.2020</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>10.8.20</p> <p>Guidance in place for cleaners. Anti-bac wipes and spray given to staff.</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Resources which are not easily washable or wipeable have been removed.		M		12.6.20 and ongoing	L
	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>'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 and ongoing	L
<b>Staffing</b>	<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"> <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 checked daily by SBR and any issues immediately notified to the Principal.</li> </ul>	10.8.20 1.9.20	M L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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>	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>			<ul style="list-style-type: none"> <li>The majority of staff will work from home during the lockdown period.</li> <li>Appropriate communication arrangements are in place with these staff and their roles in continuing to support the work of the school are clear.</li> </ul>	5.1.21 and ongoing	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"> <li>During the lockdown period, staff absence will be monitored by S Brian as usual.</li> <li>Cover for staff delivering live lessons will be put into place where possible.</li> </ul>	5.1.21 and ongoing	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 in June. Further guidance provided in September.</li> </ul>	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
	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>During the lockdown period, all meetings will be held remotely using Teams.</li> <li>Inclusion panel will be held remotely during the lockdown period.</li> <li>Individual counselling sessions will be held online.</li> <li>Staff training will take place remotely to facilitate distancing.</li> </ul>	5.1.21	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 have been activated for online learning for the majority of students and face to face learning for vulnerable/SEN students.</li> </ul>	5.1.21	L
	<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>During the lockdown period, some support staff will take on alternative tasks in order to be able to support the remote running of the school. Support is in place for staff with this.</li> </ul>	5.1.21	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 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>	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 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> <li>Lateral Flow Testing system set up so that students and staff attending school during the lockdown period can be tested on a regular basis</li> </ul>	12.6.20  5.1.21	L
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>		M	<ul style="list-style-type: none"> <li>New staff who joined/re-joined the school in January 2021 fully inducted despite working remotely.</li> </ul>	5.1.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Return to school procedures are clear for all staff.		M	<ul style="list-style-type: none"> <li>Remote working guidance and online learning Code of Conduct revised and re-issued to staff.</li> <li>Guidance will be updated on a regular basis via Teams.</li> </ul>	5.1.21	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"> <li>By Director of HR/HR teams in schools.</li> </ul>	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

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<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>Premises staff briefed about how to manage contractors coming on site.</li> <li>Premises team joined staff briefing sessions at start of term in September.</li> <li>The school will be closed to visitors during the lockdown period.</li> <li>Parent/carer meetings will take place remotely during the lockdown period.</li> </ul>	<p>10.8.20</p> <p>5.1.21</p>	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.</p>		M	<ul style="list-style-type: none"> <li>All externally employed adults will work remotely during the lockdown period.</li> </ul>	5.1.21	L



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<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>Individual staff risk assessments <b>re-visited and reviewed in January 2021.</b></li> </ul>	<p>10.8.20</p> <p><b>5.1.21</b></p>	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"> <li><b>The majority of students will be working at home learning remotely during the lockdown period.</b></li> <li><b>Key worker groups will be small and consistent.</b></li> </ul>	<b>5.1.21</b>	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><b>Rota in place for supervision of vulnerable students during the lockdown period.</b></li> </ul>	<b>5.1.21</b>	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"> <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>The majority of students will be working remotely during the lockdown period.</li> <li>Small numbers of vulnerable students will be working within the school building in consistent groups; social distancing and other measures will be observed during this time.</li> </ul>	5.1.21	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>The majority of students and staff will be working at home during the lockdown period.</li> <li>Any students who need to travel into school will be reminded about the need to do so safely during the present time.</li> </ul>	5.1.21	L
	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>This will not be an issue during the lockdown period as only small numbers of students will be in school</li> </ul>	5.1.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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>Ongoing conversations will be had with parents/carers.</li> <li>SEN/vulnerable students who might struggle to follow expectations have been risk assessed.</li> <li>Students attending emergency school will be reminded about rules and sanctions at the start of sessions in January.</li> </ul>	10.8.20  5.1.21	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.		M	<ul style="list-style-type: none"> <li>Assemblies will be held remotely during the lockdown period.</li> </ul>	5.1.21	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
	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>The small number of vulnerable students attended emergency school will use the Terrace at break and lunchtime in a socially distanced way.</li> </ul>	5.1.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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> <li>Staff meetings will take place remotely on Teams during the lockdown period.</li> </ul>	5.1.21	L
Catering	<p>Arrangements in place to provide food to CYP (children and young people) on site, including the requirement of universal free school meals.</p> <p>Review catering COVID-19 risk assessment.</p> <p>Establish clear communication with catering or FM teams if they have COVID-19 symptoms or sickness.</p>		M	<ul style="list-style-type: none"> <li>Catering team will provide lunches for students attending emergency school and staff working within the school building.</li> <li>Provide weekly lunch packs to the families of all students eligible for FSM.</li> </ul>	5.1.21	L
	Arrangements for the continued provision of FSMs for children not attending school are in place.			Weekly lunch packs will be provided for all FSM students by the catering contractor.	5.1.21	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"> <li>The small number of vulnerable students attended emergency school will use the Terrace at break and lunchtime in a socially distanced way.</li> </ul>	5.1.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Arrangements for food deliveries in place			Deliveries will be arranged for any students who are unable to collect their weekly FSM lunch packs.	5.1.21	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 clearly briefed about use of PPE and masks.</li> <li>Staff in vulnerable groups allowed to wear with visors for self-protection.</li> <li>First aid staff will be given visors, gloves and aprons.</li> <li>Masks required within the building but not in classrooms.</li> </ul>	10.8.20  5.1.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<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 parents/carers 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.</li> <li>• CEO/Trust will be informed immediately if there is a confirmed case.</li> <li>• The Tower Hamlets Public Health team will be informed if there is a confirmed case.</li> <li>• The school will cooperate fully with the NHS 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 <u>decontamination in non-healthcare settings guidance</u>.</li> </ul>	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>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 parents/carers 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>	10.8.20	L
<p><b>Pupil Re-orientation</b></p> <p><i>back into school after a period of closure/ being at home</i></p>	Changes to the school day/timetables shared with parents.		L	Parents will be reminded about this and advised of any changes before the school reopens following the lockdown period.	5.1.21	L
	Approach and expectations around school uniform determined and communicated with parents.		L	Reminders about appropriate uniform and dress code will be given to parents, carers and students when school reopens following lockdown.	5.1.21	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	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 for online learning during the lockdown period.	5.1.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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	Full pastoral programme to continue online during the lockdown period.	5.1.21	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	School counsellor will provide virtual support for students during the lockdown period. Students will also be signposted to other services where appropriate.	5.1.21	
	Re-orientation support for school leavers is developed.			Support will be put into place for Year 11 and Year 13 students who are due to finish at MUTC this summer, including support for students applying to university.	5.1.21	
	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>Impact will be closely monitored and any additional support provided or appropriate referrals made.</li> </ul>	Ongoing	L
<b>Transition into new year group</b>	Online/website support for families and young people around transition.			<ul style="list-style-type: none"> <li>Pastoral team will continue to support students remotely in relation to transition to Sixth Form and university.</li> </ul>	5.1.21 and ongoing	



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>What will need to be different this year because of COVID19?</b>	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> <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 welcome sessions were run in September.</li> <li>• Vulnerable and SEN students supported with transition to college, university and apprenticeships.</li> </ul>	10.8.20	L
<b>Safeguarding</b>	Individual CYP's risk assessments are in place and welfare checks being undertaken.		M	<ul style="list-style-type: none"> <li>• Risk assessments have been completed for vulnerable and SEN students.</li> <li>• <b>Students' risk assessments reviewed at the start of the spring term in January 2021.</b></li> </ul>	12.6.20  5.1.21	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 provided in September.</li> </ul>	10.8.20	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>	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
	Work with other agencies has been undertaken to support vulnerable CYP and families.			Work with SEN, social care, early help and other teams 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"> <li>Physical contact highly unlikely to be necessary in relation to managing behaviour.</li> <li>Staff given guidance in September about how to safely manage behaviour issues in the context of infection control and distancing.</li> </ul>	10.8.20	L
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.			<ul style="list-style-type: none"> <li>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.</li> <li>Curriculum plans have been further revisited in light of the move to remote learning for the majority of students in January 2021.</li> </ul>	10.8.20  5.1.21	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> </ul>		M	<ul style="list-style-type: none"> <li>• There will be no practical sessions or PE lessons during the lockdown period.</li> </ul>	5.1.21	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 about how to do this provided to staff at the end of the summer term as part of reorientation process.</li> <li>• Further guidance given at the start of term in September.</li> <li>• Work to adapt the curriculum in light of the lockdown situation will be ongoing.</li> </ul>	12.6.20 10.8.20 5.1.21 and ongoing	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>	10.8.20	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.</li> </ul>	10.8.20 and ongoing	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Annual reviews.		L	<ul style="list-style-type: none"> <li>Virtual annual reviews will continue during the lockdown period.</li> </ul>	5.1.21	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"> <li>Attendance team will follow up with any students who do not attend online lessons or fully engage with online learning.</li> </ul>	5.1.21	L
	Approach to support for parents/carers where rates of persistent absence were high before closure.			<ul style="list-style-type: none"> <li>Attendance and pastoral team closely monitoring students whose absence rates were high before closure.</li> </ul>	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"> <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>Staff given a full briefing and provided with revised guidance about remote working during the lockdown period.</li> </ul>	10.8.20  5.1.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Revised re-opening plans shared with trustees and governors.			To be done once CEO has seen revised risk assessment.	Completed in December; revised RA to be shared again at Trust EGM in January	
	Communications with parents: <ul style="list-style-type: none"> <li>• Plan for full 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> <li>• Revised RA to be shared on website after Trust EGM in January 2021</li> <li>• Letter sent to all parents after each confirmed positive case.</li> <li>• Welfare calls made to any students who are self-isolating, at least once a week and more often to the most vulnerable and SEN students.</li> </ul>	10.8.20  Ongoing	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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> <li>• Revised guidance about online learning and remote learning Code of Conduct provided to students at the start of the lockdown period.</li> </ul>	12.6.20  5.1.21	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, phone-calls and social media used to keep parents and carers updated during the lockdown period.</li> </ul>	5.1.21	L
<b>Governors/</b>	Meetings and decisions that need to be taken prioritised.			<ul style="list-style-type: none"> <li>• Virtual governing body meeting took place in November.</li> </ul>	26.11.20	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> <li>Chair of LGB holds regular Teams meetings with Principal.</li> </ul>	12.6.20 and ongoing	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> <li>Members of LGB informed about plans for reopening and dates of meetings for the coming year.</li> </ul>	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"> <li>Calendar has been updated.</li> <li>No residential until further guidance on this.</li> </ul>	10.8.20	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<ul style="list-style-type: none"> <li>Through CEO, Principals and Director of Finance and reported to DFE and trust finance committee.</li> </ul>		L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			N/A		L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>			Ongoing	10.8.20	L
	Consideration given to any support that may be brokered through working together.			Ongoing	10.8.20	L