

FPTA Academies

Business Continuity & Risk Assessment

March 2021

COVID-19 Risk assessment – Opening schools

Date agreed by Trust Board:

Date for first formal review:

This risk management plan supersedes the one agreed in September 2020. Many aspects of the previous plan remain as they constitute overall good prevention practice.

Who this Risk Assessment is for:

- Staff
- Students
- Trustees
- Governors
- Parents
- External visitors - Inspector/contractors/service providers

The basic principle of this plan is to enable students to return to as normal a school experience from September as possible and to ensure:

- the essential prevention measures (1 to 4) below are in place.
- we provide manageable solutions to prevention measures 5 and 6 that maximise the education continuity in the event on transmission amongst members of the school community while limiting the inevitable disruption to school life and minimise potential increases in staff workload.
- staff and students are confident that the correct balance is achieved between maintaining a safe working environment and a manageable productive one.
- students study the same broad and rich curriculum with a contingency in place for potential further lockdown.
- students and staff are supported to recover educationally and emotionally where necessary.

This plan uses the forty-eight-point plan released by the DfE in June 2020 and describes the actions the school plans to take to respond to each point and additional areas the school has identified

The risk assessment template below sets out the known hazards and controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). This document also covers the business continuity side of the plan to reopen the school in September. The responsible person within each school should use this information to formulate a plan / safe procedure that fit your school.

There are some specific issues that are addressed in the risk assessment but for school will also need to:

- ensure that premises and organisation structures are Covid-19 secure in line with this risk assessment.
- Communicate suitable information to pupils, parents and carers on what to expect in relation to these plans;
- Ensure training is provided to the relevant staff on how to correctly implement all systems and processes

Please also refer to the DfE guidance for schools:

<https://www.gov.uk/coronavirus/education-and-childcare>

School	Fort Pitt Grammar School (FPGS)	Assessment No.	4
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Site		Location	
Subject of Assessment	Opening to all students		
Assessed by	Nicky Archer	Date	5 th March 2021
		Review date	18 th April 2021
Details of workplace/activity	Students and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.		Persons Affected (Who may be harmed)
			Students, Employees, Contractors and Visitors.

Related documents
Infection Control Training, First Aid Policy, Fire Safety Procedure, Fire Safety Risk Assessment, COSHH Policy, Administering Medication Policy, Premises Management Policy, Safeguarding Policy, Staff Wellbeing Policy, Bereavement Policy.

	Likelihood	Consequences	Risk Rating
	1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable
	2 – Unlikely	2 – Minor	5 – 9 Adequate
	3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable
	4 – Likely	4 – Major	17 – 25 Unacceptable
	5 – Very Likely	5 – Catastrophic	
Task Description	COVID-19 RETURN TO WORK		People Affected Employees / Contractors / Visitors / New and Expectant Mothers / Young Persons

COVID-19 risk	Risk rating $L \times C = R$	Risk Controls	Additional Risk Controls	New Risk Rating $L \times C = R$	Responsible person
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Opening from September

Prevention

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their	3	5	15	Outside of school prevention Robust systems will be in place to ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home All schools must follow this process and ensure all staff, parents and students are aware of it. In school prevention If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.	Parents, pupils and staff to be informed prior to September of the prevention requirements.	1	5	5	All HT
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COVID-19 risk	Risk rating L x C = R		Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		Responsible person
household who does, do not attend school			<p>If a child is awaiting collection, they should be moved, if possible, to LT MEETING ROOM where they will be isolated behind a closed door, depending on the age and needs of the child, with adult supervision if required.</p> <p>If a student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant</p> <p>Testing has been set up on-site and students will be tested 3 times at FP, and will then be provided with home-testing kits. Consent form for testing has been sent to all parents/carers. Staff and volunteers have been trained to test and this will be quality assured.</p>				

COVID-19 risk	Risk rating L x C = R	Risk Controls	Additional Risk Controls	New Risk Rating L x C = R	Responsible person
		<p>Structure/Premises control:</p> <ul style="list-style-type: none"> • First aid and PPE equipment to be checked weekly. • Designated first aider allocated for every day to manage any suspected cases during the day. HT to organise meeting with first aiders prior to pupils returning to ensure everyone is clear and to resolve any concerns or questions <p>Process and System controls</p> <ul style="list-style-type: none"> • All staff will read the posters and watch the video prior to putting on and taking off PPE for the first time. • https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • And first aiders to visit https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ • Parents to let First Aid staff know prior to opening about any medicines for their children so a plan can be put in place to ensure we administer these carefully. • Schools first aid staff will use clinical digital thermometer to enable staff to check any pupils or staff who we suspect may have symptoms on arrival or during the day. • Pupils exhibiting symptoms should be sent immediately to the Isolation Area LT MEETING ROOM and the designated first aider to be alerted. Pupils should then remain within this area until collected. • First aid staff should keep a 2m distance at all times. In the event a pupil exhibits symptoms and they are required to go closer, they should wear gloves, goggles, mask and aprons. • Goggles must be sterilised after use but all other items should be safely disposed of. • Pupils not to return into the main school until collected by parents, directly from the Isolation Area (not to come through the school). 			

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Clean hands thoroughly more often than usual	3	4	12	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin with soap and running water or hand sanitiser.</p> <p>Schools will ensure that pupils clean their hands regularly:</p> <ul style="list-style-type: none"> • when they arrive at school, • when they return from breaks, • when they change rooms and • before and after eating. <p>Structure/Premises control:</p> <ul style="list-style-type: none"> • whether the school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly • Information posters to be displayed around the school. • Tissues to be available in every classroom and pupils encouraged to use them • All rooms to have a supply of wipes and isolation sacks that pupils should then use to wipe any surfaces they may have covered during sneezing under staff supervision. These to be placed in isolation sacks, tied and placed in bins. <p>Process and System controls</p> <ul style="list-style-type: none"> • supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative • building the following routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them: <ul style="list-style-type: none"> • If pupils sneeze, they should sanitise their hands afterwards • Hand washing stations or hand sanitiser dispensers are close to each student, staff and visitor entrance to the school and most classrooms have handwashing facilities. • All those entering the school are required to wash/sanitise their hands; 	FP have had additional hand sanitiser units fixed outside each classroom and communal space.	1	4	4	

COVID-19 risk	Risk rating L x C = R		Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		Responsible person
			<ul style="list-style-type: none"> • All students should wash their hands prior on entry to the dining hall; • Hand washing sinks are located within each toilet provision; • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively; • Students and staff have been shown how to wash hands properly; • Guidance is available for children and young people who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➤ Entry and exit from the school; ➤ After using the toilet; ➤ On entry to the dining hall; ➤ Before and after eating; ➤ On entry and exit from each classroom. • Unnecessary touching of the face is discouraged. • Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; <p>Parental/Student communication</p> <ul style="list-style-type: none"> • Communicate the expectation in advance on students returning in the letter and student protocols 				

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Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	4	5	20	<p>The 'catch it, bin it, kill it' approach continues to be very important, so the schools will ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>Facemasks Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children, over the age of 11). However, as transmission rates are so high in Medway we are currently asking critical worker and vulnerable students to wear face coverings when in school.</p> <p>September 14th 2020 The school has asked all students and staff to wear facemasks in communal areas i.e. corridors, canteen and reception.</p> <p>March 1st 2021 In-line with government guidance the FP has asked students to wear a face covering in lessons as well as in communal areas. This will be reviewed by the Government on 31st March.</p> <p>Structure/Premises controls</p> <ul style="list-style-type: none"> Information posters to be displayed around the school. Action Tissues to be available in every classroom and pupils encouraged to use them. All rooms to have a supply of wipes and isolation sacks that pupils should then use to wipe any surfaces they may have covered during sneezing under staff supervision <p>System/Processes controls</p> <ul style="list-style-type: none"> If pupils sneeze, they should sanitise their hands afterwards Action all staff 		1	5	5	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Pupils should then use wipes on any surfaces they may have covered during sneezing under staff supervision. These to be placed in isolation sacks, tied and placed in bins. <p>Parental/Student communication</p> <ul style="list-style-type: none"> Communicate the expectation in advance on students returning in the letter and student protocols 					
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	4	4	16	<p>The school has considered and implemented:</p> <ul style="list-style-type: none"> a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <p>Structure/Premises controls</p> <ul style="list-style-type: none"> Review of staffing levels for in-house cleaners and review of and SLA for cleaning contracts with Norse to ensure sufficient provision to provide Rooms to be provided with wipes so pupils clean key boards or any shared equipment that may be used by another group All staff issued with their own pack of PPE resources/materials to avoid the need for sharing. <p>System/Processes controls</p> <ul style="list-style-type: none"> Schools will carry out a ‘throughout the day’ cleaning schedule. Cleaning staff to continue to wipe frequently touched surfaces, such as banister rails, in key areas. Each classroom to be wiped down twice a day and cleaned thoroughly at the end of each day including table surfaces, and contact points and chairs. Staff and student to wipe down tables at the end of each lesson. Doors and windows to be open to avoid staff and pupils have to touch surfaces. Where they cannot be open, to ensure they are regularly cleaned. All doors to be open at all times, even during lessons. 		1	4	4	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
			12	<ul style="list-style-type: none"> • Staff should open and close doors and windows ensuring they sanitise their hands before and afterwards. • All staff issued with their own pack of PPE resources/materials to avoid the need for sharing. • Toilet arrangements as follows: <ul style="list-style-type: none"> - YR7 Sackett 1st floor - YR8 N Block - YR9 West wing cubicles 1 and 2 - YR10 Sackett ground floor - YR11 West wind cubicles 4 and 5 - YR12 6th form space - YR13 Science block • Cleaning team to clean toilets before and after each break period and as required throughout the day. 				9	Action all staff
Unsuitable management /use of toilets	4	3	12	<ul style="list-style-type: none"> • Student use of toilets is managed by staff and communicated to students; • Toilet in use signs are in use; • Toilets are cleaned throughout the day. • Toilets and wash stations have single use paper towel for drying hands. 		3	3	9	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> WC's and Toilets are to be thoroughly cleaned twice each day and paper waste removed from bins daily and taken outside. Eating and drinking should only happen in designated places. Cleaners/site team to use disinfectant in toilet areas. Anti-bac wipes should be available to staff to wipe down surfaces they come into contact with 					
Minimise contact between individuals and maintain social distancing wherever possible	3	4	12	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This school has considered how to implement this and acknowledge we must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle we have applied is to reduce the number of contacts between children and staff. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Both of these measures will help, but with a balance between them will change depending on:</p> <ul style="list-style-type: none"> children's ability to distance the layout of the school the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>The students at Fort Pitt are groups in Year bubbles and Year zones.</p>		2	4	8	
School day	3	4	12	<p>Revised school day timetable in place that is as closely aligned to current arrangements to avoid unnecessary disruption to students and additional extra workload for teachers. This includes:</p> <ul style="list-style-type: none"> Earlier start time of 8:25am Later finish time of 3:10pm Staggered entry points 		2	3	6	

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				<ul style="list-style-type: none"> Split KS3 and KS4/5 break and lunch Travel time introduced to support staff Year groups restricted to 'Learning zones' both internal and external 					
Groups	3	4	12	<ul style="list-style-type: none"> Students are divided into year group bubbles Vertical tutoring system replace by horizontal alternative HoHs become HoYs 		2	3	6	
Pupils cannot be members of more than one group.	3	4	12	Staff can move across groups but pupils should minimise prolonged contact between groups inside the school building. The school will not plan any activity that means groups will mix for prolonged periods such as shared assemblies, social times, PE changing or school trips with others outside of their bubble and having regard to maintaining social distance for staff.		2	3	6	
Classrooms	3	3	9	<ul style="list-style-type: none"> Classrooms will all have a pack of PPE equipment. Teachers to be allocated responsibility to each classroom to ensure this is maintained and available for use if others are using that room. Classrooms should be rearranged to ensure pupils can face the teacher and not each other. Where this is difficult, in rooms, exam desks could be used. All unnecessary furniture of other books/equipment on floors should be removed where possible (mindful that a place needs to be found for it to be stored that will be safer than leaving it where it is). Front desks within classrooms should be cleared and remain clear to facilitate cleaning. Teachers should maintain social distance from pupils. However, short closer interactions that happen side to side or front to back are very low risk. Therefore, the front of the class needs to be clear to provide sufficient space for the teacher to do so. 		1	3	3	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Computers benches that have pupils facing each other in close proximity should be reconfigured where possible to allow use to happen. <p>Where possible pupils should be placed in a seating plan. Where possible, this should be close to alphabetic (mindful of any students who should not be together) to ensure those with similar surnames are seated closely across the curriculum subjects. Seating plans should be maintained up to date on class charts/folder in the classroom so they can be accessed at any time for tracing contacts. Action all staff</p>					
Student Arrival	3	4	12	<ul style="list-style-type: none"> Staff must wash or sanitise hands at the earliest possible opportunity after entering the building. Staff will need to be available in their tutor rooms from 8:20am. Briefing will not take place in person for the foreseeable future but will take place on teams. Parent /pupils to be given social distancing guidance for journey to schools. Drop-off and collection points and timings for each group have been identified, this information has been cascaded to parents. Parents/carers should only enter the school site by prior arrangement <p>Pupils naturally stagger on arrival to school because of their different transport methods.</p> <p>The end of the school day to be naturally staggered by multiple exit points. Students should sanitise hands then depart lessons to leave through the nearest entrance under the guidance of the Period 6 teachers.</p>		2	3	6	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
			12	<p>Entry to the school:</p> <ul style="list-style-type: none"> • Students will be greeted at their fixed entry point and will move directly to their learning zone. • Parents/Guardians are NOT permitted to enter the school buildings/site. • Entrance doors are held open for entry purposes, reducing the number of occupants touching the doors; • Hand-wash/sanitising stations are located at the entrance to the school (classroom or other). All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; • Good hand washing signage to instruct students how to do this effectively is displayed; • Guidance will be available for children and young people who have trouble cleaning their hands independently; • Hand washing demonstrations have been provided to students on how to adequately wash their hands. 				4	
Departure	3	4	12	<p>Exit from the school:</p> <p>The ends of the school day to be naturally staggered by multiple exit points. Students should sanitise hands then depart lessons to leave through the nearest entrance under the guidance of the Period 6 teachers.</p> <ul style="list-style-type: none"> • Students who are picked up can do this in the usual way but drivers MUST NOT leave the vehicle; • Students must leave via the designated, signed (specifically for this time) exit from the building; 		2	2	4	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Exit doors are held open for exit purposes, reducing the number of occupants touching the doors; Students are reminded to wash hands/sanitise as they leave the school building; Good hand washing signage to instruct students how to do this effectively; Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas; Multiple exit points in order to prevent large numbers students leaving at the same time. Parent /pupils to be given social distancing guidance for journey from schools. No parents/carers on site at all 					
Movement around the school to access specialist areas	3	3	9	<p>Structure/Premises controls</p> <p>Pupils will need to move around the school to access appropriate teaching spaces to ensure we can offer a full curriculum. Direct external route system to be in place and be extended throughout the school.</p> <p>Systems/process controls</p> <p>Pupils to be encouraged to socially distance while moving around the school and to keep talking to a minimum by staff supervision of lesson change over.</p> <p>Where possible, teachers to be timetabled in the same room for consecutive lessons.</p> <p>No queuing in corridors to avoid mixing of different groups. Pupils to enter rooms immediately.</p>		2	3	6	
Curriculum Equipment	3	3	9	<p>Staff to hand-sanitise before and after preparing resources and sharing with pupils.</p> <ul style="list-style-type: none"> Pupils to have their own equipment to include: 		2	2	4	

COVID-19 risk	Risk rating L x C = R	Risk Controls	Additional Risk Controls	New Risk Rating L x C = R	Responsible person
		<ul style="list-style-type: none"> • Pens • Pencils • Calculator • Ruler • Protractor • Glue sticks • Safety scissors. <p>If equipment needs to be loaned, pupils must wipe the equipment before returning it to the teacher. Staff should avoid loaning or sharing any equipment between pupils in different groups and should establish a set of resources for each year group that are shared across a department.</p> <p>Sixth formers using computers for independent study will have to ensure they wipe keyboards before other pupils use them. Teachers using computers with pupils must supervise their wiping before they are used with other groups. Wipes should be disposed of as described above.</p> <ul style="list-style-type: none"> • Books and other resources can be used but within the same year group only. Staff MUST label these so to avoid any risk of mistaken use with a different group. • In practical subjects. If this cannot be the case, equipment must be meticulously cleaned if it is to be used by a different group within 48 hours (72 hours for plastics). Action all staff / technicians by September 2020. • PE equipment can be used as long as it is not shared between different year groups. Where this is necessary, it should be cleaned before other groups can use it or left for 72 hours. • Library books can be used and borrowed provided thorough hand sanitising takes place before and after pupils enter the Library. Any books returned, must be left for 72 hours before replacing on the shelf. • Staff and pupils should keep the movement of equipment between home and school a minimum. 			

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person												
Break time	3	4	12	<table border="1"> <tr> <td>Break</td> <td>1030 – 1100</td> <td>Travel time</td> <td>1030-1035</td> </tr> <tr> <td>3</td> <td>1100 – 1150</td> <td>3</td> <td>1035- 1125</td> </tr> <tr> <td>Travel time</td> <td>1150-1155</td> <td>Break</td> <td>1125 – 1155</td> </tr> </table> <p>P3, break and a travel time slot are a combined chunk of time totalling 1hr 25 minutes (break 30 mins, P3 50 mins, travel time 5 mins) When a teaching member of staff has break depends upon which key stage they are teaching P3.</p>	Break	1030 – 1100	Travel time	1030-1035	3	1100 – 1150	3	1035- 1125	Travel time	1150-1155	Break	1125 – 1155		2	2	4	
Break	1030 – 1100	Travel time	1030-1035																		
3	1100 – 1150	3	1035- 1125																		
Travel time	1150-1155	Break	1125 – 1155																		
Lunch time	3	4	12	<table border="1"> <tr> <td>Lunch</td> <td>1245 – 1325</td> <td>Travel time</td> <td>1245-1250</td> </tr> <tr> <td>5</td> <td>1325 – 1415</td> <td>5</td> <td>1250 – 1340</td> </tr> <tr> <td>Travel time</td> <td>1415-1420</td> <td>Lunch</td> <td>1340 – 1420</td> </tr> </table> <p>P5 and lunch are a combined chunk of time totalling 1hr 35 minutes (lunch 40 minutes, P5 50 minutes, travel time 5 minutes) When a teaching member of staff has lunch depends upon which key stage they are teaching P5.</p>	Lunch	1245 – 1325	Travel time	1245-1250	5	1325 – 1415	5	1250 – 1340	Travel time	1415-1420	Lunch	1340 – 1420		2	2	4	
Lunch	1245 – 1325	Travel time	1245-1250																		
5	1325 – 1415	5	1250 – 1340																		
Travel time	1415-1420	Lunch	1340 – 1420																		

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				Drinks Fountains <ul style="list-style-type: none"> Drinks fountain to be used to fill water bottles only. Every student to have their own water bottle. Appropriate signage visible, including reminders to sanitise hands at the dispenser. All year groups now have a separate water dispenser in their year learning zone. 					
Assemblies	3	4	12	<ul style="list-style-type: none"> Assemblies will be fortnightly and in year bubbles only 		1	2		
Use of Changing rooms	3	4	12	<ul style="list-style-type: none"> Classrooms have been assigned for changing purposes within year learning zones 		2	3	6	
Use of Lockers	3	4	12	<ul style="list-style-type: none"> Lockers will not be used this academic year 		1	1	1	
Staff safe working	4	3	12	<ul style="list-style-type: none"> All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults School to maintain maximum occupancy rules for staff offices and social spaces. Staff to wipe any shared facilities such as photocopiers and tea/coffee making facilities. Staff CPD to resume but using technology to present materials so that staff can work in smaller socially distanced groups. Employees are required to conform with social distancing requirements at all times. School offices are either reduced in occupation and desks positioned in order to provide adequate separation or staff are moved to other areas to reduce contact. Staff are encouraged to bring a packed lunch, keeping a suitable distance from other occupants. 		2	3	6	Action all staff Action T&L lead

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Employees will be provided with and wear PPE when required in accordance with government guidance. 					
Social distance regulations - staff	4	3	12	<ul style="list-style-type: none"> All teachers and support staff should follow Government guidance in regards to social distancing wherever possible. 		2	3	6	
Supply teachers	4	3	12	<ul style="list-style-type: none"> Supply teachers can be used. Cover manager will have to provide a brief to all guest teachers so they are clear of the requirements of this policy before working in the school. Cover teachers should use a different social space to avoid any prolonged contact with staff (meetings room) 		2	3	6	
Support for SEND pupils	3	4	12	<ul style="list-style-type: none"> SEND team to contact all SEND pupils with EHC plans to offer an induction session to support them with the return to school. Pupils to be supported in their year group unless they have been designated needing support within 2m. 		3	3	9	
Visitors	3	4	12	<ul style="list-style-type: none"> Visitors can only attend school by invitation. Visitors to school should only be permitted provided no other alternative to a face to face discussion is possible. All visitors must arrive in school through reception and hand sanitise before entering and leaving the building. Meetings should take place after school hours in classroom spaces so appropriate social distancing can take place. Visitors must be chaperoned at all times. Open evenings may take place but will only happen if health and safety guidelines can be met. 		2	2	4	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Open mornings will be cancelled and only single-family group tours in exceptional circumstances will be permitted. Other experience events will be cancelled. 					
Parents' evenings and events	4	5	20	<ul style="list-style-type: none"> Parents' evenings can take place on a face to face basis but with alterations. Parents will have to hand sanitise on arrival through reception. Staff will use classrooms to hold any meetings with two staff in each room to provide sufficient social distancing between parent/carer and staff member. Only one parent should attend with each child (no siblings permitted). No other pupils from other year groups can attend. Large parental gatherings, such as information events, will need to be conducted virtually. Parents/Carers' evenings and information evenings will take place remotely via Schoolcloud and Microsoft Teams. 	Via Schoolcloud if community transmission is high	1	3	3	
School productions	4	5	20	<ul style="list-style-type: none"> School productions can take place but with only pupils from `one-year group. No singing. Currently, live audiences would not be permitted unless they are pupils in the same year group. 		2	3	6	
Response to any infection									
Engage with the NHS Test and Trace process	4	5	20	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. 		1	4	4	

COVID-19 risk	Risk rating L x C = R	Risk Controls	Additional Risk Controls	New Risk Rating L x C = R	Responsible person
		<ul style="list-style-type: none"> • All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <ul style="list-style-type: none"> • Schools should ask parents and staff to inform them immediately of the results of a test: • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for 			

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<p>at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>					
<p>Manage confirmed cases of coronavirus and outbreaks (COVID-19) amongst the school community</p>	4	5	20	<p>Statutory Controls Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with the schools to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 		1	4	4	

COVID-19 risk	Risk rating L x C = R	Risk Controls	Additional Risk Controls	New Risk Rating L x C = R	Responsible person
		<p>The health protection team will provide us with definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p> <p>Schools will use a template letter to send to parents and staff if needed. <u>Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</u></p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • <u>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</u> • <u>if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</u> <p>School Systems/processes</p> <ul style="list-style-type: none"> • All pupils, parents and staff members to be informed of the need to contact the PA to the Headteacher immediately they receive news of a positive test. 			

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Absence leader to be the key contact for any staff member or pupil who has a positive test and to engage with the NHS track and trace system with the Headteacher. Pupils and staff will only be sent home following advice from the local protection team. This to be sought by the Lead First Aider and communicated with the Headteacher Lead first aider to ensure a negative test result evidence is seen before a staff member or pupil returns to school. <p>To assist these processes:</p> <ul style="list-style-type: none"> Pupils will be in groups Pupils will not be mixing in different groups in school for any significant period in spaces where infection is likely. Pupils will be in a seating plan in every class (records held by the teacher and available in school if required at any time) so close contacts can be easily be identified. Seating plans should be maintained in a labelled folder in the classroom and at reception so they can be accessed at any time for tracing contacts. Classrooms to be organised to reduce the potential for face to face contact. Pupils will be encouraged to sit in their year groups on school buses and wear a face covering Headteacher's PA to create template letters for rapid communication. 					
Transport	3	5	15	<p>Dedicated school transport, including statutory provision</p> <p>Pupils on dedicated school transport services will not mix with the general public. This means that social distance rules will not apply from the autumn term.</p> <p>The principles underpinning the system of controls for our school is as follows.</p> <ul style="list-style-type: none"> pupils should group together on transport, where possible and reflect the bubbles that are adopted within school use of hand sanitiser upon boarding and/or disembarking additional cleaning of vehicles organised queuing and boarding where possible distancing within vehicles wherever possible 		1	3	3	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>Wider public transport The School will encourage parents, staff and pupils to walk or cycle to school if at all possible rather than use public transport.</p> <p>Pupils should avoid using wider public transport to avoid travelling during peak periods.</p> <p>Therefore:</p> <ul style="list-style-type: none"> Pupils will be encouraged to sit as far as possible. Because this is likely to be difficult, especially on buses that are crowded, pupils will be required to wear face coverings or masks while travelling if they are sitting or standing less than 1m from a pupil in a different year group. Pupils will be encouraged to carry their own sanitiser and to use this on their hands when getting on and off the buses. The school will confirm again with providers that they are Covid-19 compliant and that regular cleaning is taking place. 					
Attendance - Staff and Students									
Attendance Protocols	3	4	12	The government are asking schools to work with families to secure regular school attendance from the start of term as this will be essential to help pupils catch up on missed education, make progress and promote their wellbeing and wider development. They are asking schools and local authorities to:		2	2	4	

COVID-19 risk	Risk rating L x C = R		Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		Responsible person
			<ul style="list-style-type: none"> • communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year • identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic • use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance • work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance <p>School systems/processes</p> <ul style="list-style-type: none"> • Attendance will be recorded during every lesson and monitored officially on SIMS. Staff vigilance for attendance must be at the very highest from the start of the year. • First-day calling will be in place and additional calls will be made to absent students by the Pastoral teams as per the school's current attendance monitoring procedures. • During Term 1, the school will exercise a policy of dialogue and encouragement to those families who do not attend school. The Parent team will engage with all absent families to work with them to fully engage with school and improve attendance. During this term, the school will record and closely monitor attendance, but will not pursue fixed penalty notices with the Local Authority. • All other aspects of the school's attendance policy will be enforced, such as not authorising any holidays during term time. • From Term 2, the school will fully enforce the Attendance Policy and the Government's attendance expectations. Therefore, fixed penalty notices may be enforced. 				

COVID-19 risk	Risk rating $L \times C = R$		Risk Controls	Additional Risk Controls	New Risk Rating $L \times C = R$		Responsible person
			<ul style="list-style-type: none"> From March 8th the school will fully enforce the Attendance Policy and the Government's attendance expectations. Therefore, fixed penalty notices may be enforced. 				
Shielding			<p>Statutory Guidance</p> <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school, however:</p> <ul style="list-style-type: none"> a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will provide access to remote education.</p>				

COVID-19 risk	Risk rating $L \times C = R$		Risk Controls	Additional Risk Controls	New Risk Rating $L \times C = R$		Responsible person
			<p>School systems/processes</p> <ul style="list-style-type: none"> • Where children are unable to attend school as parents are following clinical and/or public health advice, absence will not be penalised. • Pupils or staff with Covid-19 symptoms or a positive test result should not attend school and remain at self-isolated at home as per the guidance above. • Pupils and staff who are currently shielding can return to school in September unless advised otherwise by local infection control bodies. • Parents who are concerned about their child's specific medical needs should speak with the House Manager so an appropriate care plan can be put in place. • Staff who are concerned about their own specific medical needs should contact the PA to the Headteacher so an appropriate care plan can be developed for them so they can work in school. 				
Anxious Students			<p>Statutory Guidance</p> <p>The School is mindful of the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and will put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>If parents of pupils with significant risk factors are concerned, the school will listen to their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school. The School will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies.</p> <p>School System/Processes</p> <ul style="list-style-type: none"> • The risk management plan will be published to parents and staff who can then raise specific concerns that are causing them anxiety about returning to school. 				

COVID-19 risk	Risk rating L x C = R		Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		Responsible person
			<ul style="list-style-type: none"> The school will offer conversations with all those parents (during the first week in September) and staff (during the last week in August) who have specific concerns and put in place any further reasonable measures so they are able to attend school. In addition, the attendance team will work closely with each family to advise and support. Attendance will be monitored closely. Fixed penalty notices will only be issued in term 2, to enable support and dialogue to take place. 				
Managing the Workforce							
Workforce			<p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school.</p> <p>It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders should consider what is feasible and appropriate.</p> <p>All school staff will be expected to return to their usual designated hours from September.</p> <p>Staff can request to work from home through the PA to the Principal. This will be granted only in exceptional circumstances where the member of staff's work can be done at home and they have no duties that may require their presence in school</p> <p>4th January 2021 National lockdown 3- staff working remotely unless on school rota to supervise critical worker/vulnerable students.</p> <p>March 8th 2021</p> <p>Staff who are Clinically Extremely Vulnerable</p> <p>Clinically Extremely Vulnerable staff are advised not to attend the workplace and the current guidance has been extended until 31 March 2021.</p>				

COVID-19 risk	Risk rating L x C = R	Risk Controls	Additional Risk Controls	New Risk Rating L x C = R	Responsible person
		<p>Those living with someone who is Clinically Extremely Vulnerable can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Clinically Vulnerable staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Staff who live with those who are Clinically Vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>Those who may have underlying health conditions should have a review and update your risk assessment as the circumstances at your school and the public health advice changes. You will have the opportunity to discuss any issues that you may have with the full return to the school site. This will include having active arrangements in place to ensure they are effective and working as planned.</p> <p>Pregnant women are considered Clinically Vulnerable. In some cases, pregnant women may also have other health conditions that mean they are considered Clinically Extremely Vulnerable, where the advice for clinically extremely vulnerable staff will apply. Individual risk assessments will be undertaken to check to see if any new risks have arisen, which may help identify any additional action that needs to be taken to mitigate risks.</p> <p>Those pregnant from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if you catch coronavirus (COVID-19). They should consult with their GP or midwife for further advice.</p> <p>All employers have a duty of care to their employees, and this extends to their mental health. Staff can discuss any issues or concerns they may have about returning to work with their line manager, alternatively the School counsellor or if they are a member of Benenden contact</p>			

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				www.benenden.co.uk or call 0800 414 8100. We can discuss support that you may require prior to the full re-opening.					
Extremely Vulnerable	4	5	20	<p>Government Guidance The school plans to apply the full measures in the government guidance and therefore the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow all staff to return to the school, <u>although we</u> advise those in the most at-risk categories to take particular care while community transmission rates continue to fall.</p> <ul style="list-style-type: none"> • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. In well ventilated classrooms with a clear 2m distance at the front – this can be achieved for teachers. • Staff in other roles, the School will be flexible in how these members of staff are deployed to enable them to work in roles in school where it is possible to maintain social distancing or to allow remote working where medical advice guides this. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. <p>School Controls Staff who are considered extremely vulnerable will need to have in place a risk management plan to ensure they are able to carry out their role in school. This will include a range of factors such as:</p>		3	3	9	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Minimising any unnecessary contact with pupils and other staff such as not doing break or lunchtime duties. Avoiding using places where large groups are present, such as assemblies. Trying to ensure the member of staff is able to work in the same space during the day to avoid contact with other surfaces and movement around the school. Staff are advised to arrive before peak periods and to leave after peak period of student/staff movement. Being able to work at home during any non-contact periods. 					
Pregnant Staff	4	5	20	<ul style="list-style-type: none"> As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. Based on current guidance it is anticipated that pregnant women can attend work in September. Based on current guidance Pregnant women are considered Clinically Vulnerable. In some cases, pregnant women may also have other health conditions that mean they are considered Clinically Extremely Vulnerable, where the advice for clinically extremely vulnerable staff will apply. Individual risk assessments will be undertaken to check to see if any new risks have arisen, which may help identify any additional action that needs to be taken to mitigate risks. Those pregnant from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if you catch coronavirus (COVID-19). They should consult with their GP or midwife for further advice. 		2	3	6	
Staff support	3	3	9	Government Guidance		2	2	4	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
			9	<p>The Trust, the Local Governing Body and school leaders will have regard to staff (including the headteacher) work-life balance and wellbeing. Schools will explain to all staff the measures we are proposing putting in place and involve all staff in that process.</p> <p>All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation.</p> <p>School Systems and processed of control</p> <ul style="list-style-type: none"> • All staff to be consulted on regarding the risk management plan. • Senior Leaders to offer an online meeting with staff groups to discuss any concerns and make sensible and manageable amendments to the plan where possible. • The school can allocate counselling time to members of staff whose wellbeing has been affected by lockdown. • The school recognises that the return to normal school will be difficult for some staff. SLT/Subject Leaders will support staff to manage any challenges and difficulties. • Subject leaders need to support staff in their teams with guidance to avoid significant additional planning as a result of having to change lesson plans and learning sequencing as a result of the lockdown period. • The school must have a high-quality remote learning strategy for absent pupils (COVID related only) at the same time as planning for pupils in school. 				4	
Deployment of staff	3	3	9	The School will need to alter the way in which we deploy staff, and use existing staff more flexibly to welcome back all pupils at the start of the autumn term. SLT will discuss and agree any changes to staff roles with individuals directly.		2	2	4	Action all staff

COVID-19 risk	Risk rating $L \times C = R$			Risk Controls	Additional Risk Controls	New Risk Rating $L \times C = R$			Responsible person
			6	<p>School systems and process controls</p> <ul style="list-style-type: none"> • It will be necessary to increase the use of staff to supervise pupils before school, at break time and after school. • During wet break and lunch periods, staff may be required to supervise pupils in their classrooms. • Staff will be expected to supervise pupils' movements during transitions to break, lunchtime and lessons to support social distancing and compliance with group separation. • Subject leaders will be required to establish a programme of online learning or alternative work packs so pupils, who are required to isolate at home, are able to continue to access the curriculum. • Pastoral teams to supervise any pupils who are self-isolating to ensure they are able to access work. School to purchase a small number of laptops and dongles to lend to pupils who self-isolate and do not have access to online learning at home. • The school will use their usual channels for feedback and staff will be encouraged to raise any concerns about work load issues and these will be addressed directly by the Headteacher. • LGB members will increase the frequency of their wellbeing staff discussions to be able to monitor any emerging issues or concerns and alert Leaders to these. 				3	
Managing Teacher shortage	2	3	6	<p>It is inevitable that there may be some disruption to school provision during the winter months if Covid-19 continues at the current transmission rate into Autumn</p> <ul style="list-style-type: none"> • Leaders will monitor the staff absence and ensure there is an adequate ratio of staff to children on a daily basis, based on potential staff illness or self-isolation; • If adequate staffing falls, the school will look to provide cover staff or supply staff where possible. • Children will be suitably supervised at all times. • If staffing levels drop below an adequate level then the Headteacher will look to reduce in-school provision in discussion with the Executive Headteacher 	Remote learning plan ready to be in place.	1	3	3	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
Managing Support staff shortage	2	3	6	<ul style="list-style-type: none"> Leaders will monitor the staff absence and ensure there is an adequate ratio of staff to children on a daily basis, based on potential staff illness or self-isolation; SENCo will manage the re-allocation of the SEND team to those students most at need 	Remote leaning support plan ready to be in place.	1	3	3	
Leadership team shortage	1	4	4	<ul style="list-style-type: none"> Adequate leadership ratio to children will be maintained and assessed on a daily basis, based on potential staff illness or self-isolation Where the level drops below acceptable level for each school the EHT to be contacted to support and redeploy SLT from another school. 	Remote leaning plan ready to be in place.	1	2	2	
Admin shortage	2	3	6	<ul style="list-style-type: none"> Adequate admin staffing will be maintained and assessed on a daily basis, based on potential staff illness or self-isolation; Where level drops below acceptable level for each school to run effectively, the EHT to be contacted to support and redeploy admin from another school or for finance team to engage admin supply if required 	Trust redeployment	2	1	2	
Site team /cleaning team shortage	3	4	12	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; Where level drops below acceptable level for each school to run effectively, EHT to be contacted to support and deploy site team from another school or for finance team to engage supply if required 	Trust redeployment or external cleaning service sourced as back up.	2	2	4	
Deployment of staff - SEND	4	4	16	Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.		2	4	8	


COVID-19 risk	Risk rating L x C = R	Risk Controls	Additional Risk Controls	New Risk Rating L x C = R	Responsible person
		<p>Where support staff capacity is available, schools may consider using this to support catch-up provision or targeted interventions. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). Any redeployments should not be at the expense of supporting pupils with SEND. Headteachers should be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff. This includes ensuring that safe ratios are met, and/or specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required.</p> <p>The Education Endowment Foundation (EEF) has published guidance on making the best use of teaching assistants to help primary and secondary schools.</p> <p>When deploying support staff flexibly it is important that headteachers consider regulated activity and ensure only those who have the appropriate checks are allowed to engage in regulated activity. Full guidance is provided in part 3 of keeping children safe in education.</p> <ul style="list-style-type: none"> • SEND staff not working with designated groups will be allocated to work across year groups to support pupils within their class environments, where possible. • The best place for the vast majority of SEND pupils to be is with their year group and class teachers. • If necessary, pupils will be withdrawn for small group support but these will need to take place within the vicinity of their classroom to avoid movement around the school. School to provide additional socially distanced corridor break out spaces for this to take place where possible. • All SEND staff to receive training in September. Action ASC by September 2020. • Invigilators will also require training prior to working in the school. Action MMA by September 2020. 			

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
21. Recruitment risk during Covid	3	5	15	<ul style="list-style-type: none"> The school will apply its usual rigorous recruitment and checking processes during this period. The school will use online systems to interview candidates where their presence on site can be avoided. 		1	3	3	
22. Supply Staff	3	3	9	<ul style="list-style-type: none"> The school will continue to employ its own cover teachers where possible. Where this is not possible, the school will limit its use of supply teachers to known agencies and try and reduce the number of different supply teachers in school. SLT induction will including going through the staff -guide with supply teachers so they are aware of our Covid-19 safe expectations prior to working within the school. This guidance will also be provided to any sports coaches or peripatetic teachers on site. 		1	3	3	
23. Initial Teacher Training				<ul style="list-style-type: none"> The school expects to continue to use ITT trainees at similar level to usual recruitment levels. We are not anticipating using ITT trainees in any different ways to normal. 					
24. Leave	2	4	8	<ul style="list-style-type: none"> We have no expectation that teaching staff will work in school beyond 17th July 2020. All other support staff should resume their normal Summer holiday working patterns from the 23rd July. Staff are advised not to book any holiday abroad outside of the governments list of countries not requiring quarantine where their return to the UK is less than 14 days before the start of the term. This means that should they need to quarantine, this will not affect their return to work. In such circumstances where home working is not an agreed alternative, leave would be unpaid. 		1	4		

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> If staff travel abroad and the quarantine list changes while away then they will not be penalised as their holiday was booked in good faith. Staff who are quarantined should not attend school. However, they will be expected to work from home during this period and support learning remotely using Teams with the support of a cover teacher or teaching assistant in class. 					
25. Volunteers	3	4	12	<ul style="list-style-type: none"> Volunteers will continue to be vetted as currently defined by the school's safeguarding procedures. Guidance on the school's Covid-19 secure measures will be shared with all volunteers before they are able to work within the school. 		1	3	3	
26. Safeguarding	4	4	16	<ul style="list-style-type: none"> All staff to receive a safeguarding briefing at the start of September, especially focusing on possible signs of abuse that may have occurred during lockdown. The school has an established team of DSLs who will be provided additional time, where necessary, to support with any rise in possible referrals. DSL team to meet before the end of August to plan for how they will work in the first month on return and how they will prioritise cases in the event of a significant number of referrals. The Trust is working with the LA to plan the level of need. 		3	3	9	
Premises									
School Building	3	3	9	<p>Following a risk assessment, the schools has determined that small adaptations to our site are required:</p> <ul style="list-style-type: none"> The schools have remained open throughout the current period so health and safety checks have been ongoing. Classrooms will have to be changed and configured to apply with the requirements set out earlier. 		2	2	4	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> The school will continue to keep all outside doors and windows open to maintain natural ventilation. The school ventilation system can be switched where it extracts air from the outside. Otherwise it remains off. The school continues its ongoing premises management routines including: <ul style="list-style-type: none"> Maintenance Water hygiene controls Health & safety inspections; Responsible person undertakes a site survey prior to opening and staff briefing includes any work required to be undertaken 					
Admin staff space	3	3	9	<ul style="list-style-type: none"> Further increase the frequency of handwashing and surface cleaning. The activity / task time must be kept as short as possible. Use screens or barriers to separate people from each other. Back-to-back or side-to-side working is more preferred as opposed to working face-to-face working. Reduce the number of people each employee has contact with by creating 'fixed teams or partnering'. 		1	3	3	
Meeting Space	3	3	9	<ul style="list-style-type: none"> Consider using remote working tools to reduce in-person meetings. Only when it is absolutely necessary employees should attend meetings, maintaining a 2m distance. Where meetings need to be held, consider holding them in a large well-ventilated area or outdoors. Provide hand sanitiser in meeting areas. If meetings are held on a regular basis, then use floor signage to help employees maintain social distancing. 	Reduce attendees	1	3	3	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
Canteen or Café Cleaning	4	3	12	<ul style="list-style-type: none"> In addition to the above, consider additional cleaning and disinfection measures are put into place. Install extra bins for collection of used towels. Ensure staff/students wash their hands before handling plates and takeaway boxes or food Increase the frequency of handwashing throughout the working operation of the canteen. 		2	3	6	
Contractors on-site whilst school is in operation	3	3	9	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. electrical testing) have been designated as essential work and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Zoning of the schools to be undertaken to limit the areas of the schools used	1	3	3	
Limiting visitors to the school site	3	3	9	<ul style="list-style-type: none"> Visiting the school should be minimalised. Parents are not permitted to enter the school building unless invited to do so. Parents have been informed to call the school office or email if they have any questions or concerns; If parents need to drop off items for students, they should be left at the school main entrance for staff to collect; 	All visitors are to be reminded of the hygiene rules.	1	3	3	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> • Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk • Visitors will only be permitted into the school if they have an appointment; • Visitors will only be permitted at their designated time and will be asked to wait outside of the school building until their school contact is available; • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via video conference or phone where possible; if not possible social distancing measures will be adhered to at all times; • Face to face meetings in small rooms or within 2m are not permitted; • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; 					
Fire Evacuation	3	5	15	<p>Emergency Evacuation Summary</p> <p>In the event of the fire alarm being activated, students will head towards the school field, following the usual procedure.</p> <p>Instead of houses, students will join their form groups in year groups and line up as follows:</p> 		1	3	3	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> • A full evacuation drill will take place during the first few days in school to allow the students to practice the new procedure. • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 					
Catering	3	4	12	<p>The school will provide a staggered lunchtime for students to keep groups apart.</p> <ul style="list-style-type: none"> • Caterers to confirm all staff are trained and have read the school risk assessment documents • Catering staff to observe all social distancing practices in the school setting. • School Caterers to adapt and change menus to reflect change plan grab and go food options to help keeping group part. • Caterers to ensure sufficient staff to support staff absence across the Trust. • Large bins need to be redistributed around the school to enable litter to be managed. • Cleaning packs for pupils to wipe surfaces after eating need to be provided. Systems for ensuring rooms are used responsibly for eating need to be in place. • Students need to bring their own water bottles to school and use the fountains to refill. Use of elbows to depress the buttons to active the water flow. Staff to monitor use of these machines very carefully. 		1	4	4	
Education Delivery									
Curriculum				<p>Government guidance The key principles that underpin our advice on curriculum planning are:</p>					

COVID-19 risk	Risk rating L x C = R		Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		Responsible person
			<ul style="list-style-type: none"> education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed. <p>Informed by these principles, DfE asks that schools and other settings meet the following key expectations if considering revisions to their school curriculum for academic year 2020 to 2021: Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content. Up to and including key stage 3, prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. In particular, schools may consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading. Aim to return to the school's normal curriculum in all subjects by summer term 2021. Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</p> <p>School curriculum plan</p> <ul style="list-style-type: none"> Initial weeks of return to school will be focused heavily on re-engagement and student well-being. For younger years, Term 1 will be about identifying knowledge and skills gaps to support those to catch up the most. 				

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
				<ul style="list-style-type: none"> Teachers need to be mindful of not teaching work again to pupils who have already achieved it at home – therefore, all teachers will need to carry out a diagnostic retrieval practice so they can plan term 2 accordingly. Retrieval practice is a key element to the Trust Teaching Charter. Refresher training will be provided at the start of the September term. Homework to be developed to encourage pupils to carry out more independent learning. The school has developing knowledge booklets – teachers should now use Teams to set quiz practice session for the students. 					
Remote Education	4	4	16	<p>Heads of Department need to develop a strategy so remote learning can be supported in the way described.</p> <p>The school will use Teams and other licenced products as the method for setting and submitting lesson by lesson work as well as providing daily communication with students. This has been successful for around 90% of learners during the lockdown period.</p> <ul style="list-style-type: none"> All pupils, who have not used Teams will be spoken with to find out the reasons why and how we can support, and further training given. Subject leaders need to plan how existing online resources (such as those suggested by DFE) can be used to complement the in-school learning journey to avoid staff having to duplicate work for those in school and at home. Provide any training for staff in how to use these. Subject Leader need to plan how back up paper-based resources can be used to complement the in-school learning journey to avoid staff having to duplicate work for those in school and at home. Packs need to be ready to be deployed. School to allocate laptops and dongles so priority pupils can work online from home where possible. By the end of September, all students need to access their Office 365 account to ensure they can email or use Teams and communicate with school that way and to make a this a key method of homework submission. 		2	2	4	

COVID-19 risk	Risk rating L x C = R		Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		Responsible person		
			<ul style="list-style-type: none"> School to distribute DfE laptops and dongles to Y11 to lend to pupils who self-isolate and do not have access to online learning at home. The school does not have plans to suspend subjects during term 1 as it is important all pupils return to the same broad and balanced curriculum they left. 						
Extra-Curricular	3	3	9	<ul style="list-style-type: none"> Clubs will be able to resume but should only be offered to pupils in single year groups. Where equipment is used that may be required by other groups within 48 hours (72 hours for plastics) cleaned meticulously. Pupils should only attend clubs after school provided they will not be relying on public transport to be able to get home 		1	3	3	Action all staff
Trips & Visits	4	4	16	<ul style="list-style-type: none"> Day trips will resume within bubble (year groups) but only if there is a very strong educational benefit and social distance can be maintained by the staff on the trip. Health and safety risk assessment documentation to be updated so the group leader must consider infection control measures whilst on the journey to the venue and at the venue itself. Local infection rates will be investigated prior to any visit to gain a full understanding of local issues / infection spikes etc Public transport will not be used for school visits. 		2	2	4	
Uniform				<ul style="list-style-type: none"> Pupils will be expected to wear full school uniform in September except where they may need to wear PE kit because they will be unable to share changing room facilities. School to request parents to send in any old uniform that has been grown out of so it can be shared with pupils who do not have uniform. Any donations not to be handled for 72 hours and then washed before re-issuing 					
Entitlement				The school has no plans to reduce any entitlement of pupils to the curriculum in any phase.					

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
PE	4	4	16	<p>PE is sometimes delivered to two different year groups at the same time. Therefore, to minimise the risk of infection:</p> <ul style="list-style-type: none"> • Pupils are changing for PE in learning zones. • Pupils must hand sanitise before entering a changing room to avoid the spread of infection between pupils in different year groups. • PE staff must supervise groups at all times while moving between the changing room area and the venue of the activity to minimise the amount of contact. • Where possible, PE should take place outside with each year in a different venue. If the Sports Hall is to be used, it must only be with one-year group. • Equipment cannot be shared between different year groups unless there is a 72-hour gap (maximum for plastic surfaces) or it is meticulously cleaned). Where possible, equipment should be set aside for each year group. Staff must sanitise hands prior to handling equipment used by different groups. • Clubs can resume but must be dedicated to individual year groups. The guidance on use of equipment will also apply. • Risk assess planned activities using the guidance and plan to prioritise those that have a lower risk of passing infection. Avoid activities that involve prolonged close contact and shouting. • External sports fixtured will not routinely take place. Where they do, they will strictly follow the guidance of the individual sports' governing body e.g. F.A. 		2	2	4	
Catch-Up				<ul style="list-style-type: none"> • Once the detailed funding is available, the school will implement a programme of one to one and small group tuition – delivery still to be decided • Where possible, this will take place, after school or at weekends so pupils do not miss out further on their learning. • The EEF recommends a focus on literacy and numeracy to support a broad range of skills that will help across the curriculum. • The school is also reviewing the use of homework to encourage pupils, through the use of knowledge development 					

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
Behaviour	4	5	20	<p>The current Covid-19 addendum to the 2019-2020 Behaviour Policy in June 2020, will continue to be fully enforced.</p> <p>In summary:</p> <ul style="list-style-type: none"> Behaviour expectations will be communicated with all students and parents with a guidance document sent to all families. Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. Staff model social distancing consistently Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed Reasonable adjustments will not be made for students who are unable to adhere to the Health & Safety procedures. Students who put others at risk or who cannot follow the correct procedures will be asked to remain at home until a robust plan and risk assessment is put in place which keeps everyone safe. Students who are asked to remain at home due to Health & Safety concerns, will have a H&S review every 2 weeks. The school's reward and sanction process broadly remains the same. During term 1 and term 2 detention sanctions will not take place, unless in extreme circumstances. Further guidance to follow. PACE will be relocated to the library for students so that social distancing measures can be followed rigorously. 		2	3	6	
Managing the mental health of staff	2	3	6	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 		1	3	3	

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				<ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Councillor capacity is made available Benenden support signposted 					
Home visits to vulnerable students not in school	2	3	6	<ul style="list-style-type: none"> Where possible, use remote communication tools. Staff should only attend a student's household by appointment and they should maintain the 2m distance at all times. Appropriate PPE to be made available if required. Door-stop meeting should be held outside of the household. Staff members should travel separately to observe social distancing rules. 		1	3	3	
Pupils and staff grief	3	4	12	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. Schools show support for employees, students and families. 		3	3	9	
Other operational considerations									
Exams	3	3	9	<p>OFQUAL is in the process of consulting over the Summer 2021 examination season. The risk plan and any examination policies will be updated at the conclusion of the consultation. Autumn retake examinations for GCSE and A Levels will happen with the following measures in place.</p> <ul style="list-style-type: none"> Examination desks will be placed 2m apart Year groups will be separated by a partition Students will socially distance in their year group holding pens, when waiting for examinations to commence 		2	2	4	

COVID-19 risk	Risk rating L x C = R		Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		Responsible person
			<ul style="list-style-type: none"> • Equipment will not be routinely distributed, and will be cleaned on return to the invigilator or not used for 72 hours • Appropriate training will be implemented for all invigilators • A full examination plan will be constructed as an addition to the examination policy <p>* GCSE, AS and A level examination have been cancelled. OFQUAL are in the process of consulting as to how grades will be allocated.</p> <p>1st March 2021 Grades will be awarded by teachers for GCSE, AS and A level students this year.</p>				
Accountability Measures			<p>Performance tables are suspended for the 2019 to 2020 academic year, and no school or college will be judged on data based on exams and assessments from 2020. Until the new data release is available, all those working with schools, including Ofsted and DfE regional teams, should refer to the 2019 data. The Department for Education will continue to use 2019 data as a starting point for any conversation about support for schools with Ofsted judgements below good. More information is set out at coronavirus (COVID-19): school and college accountability.</p> <p>No action required</p>				
Infection Spikes			<p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p>				

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				The school will follow any guidance given by PHE.					
Contingencies				Please see below contingencies for remote education and Disaster recovery plan for the Trust.					
Policies/Systems and Implementation									
Consulting Process	3	3	9	<ul style="list-style-type: none"> The Risk Management Plan will be shared with all staff and an online meeting offered so all staff can give their views. Professional bodies can request a meeting with the Headteacher / Head of School where they have further issues they wish to raise and have considered. The aim is that staff will receive a plan by Wednesday 15th July before a Governors meeting on Friday 17th July where it will be discussed and agreed. Updated risk assessment shared with all stakeholders 4th January 2021. Updated risk assessment shared with all stakeholders 1st March 2021. 		1	4	4	
Sharing of Plans	4	4	16	The overarching risk management plan will be shared with Trustees and then staff for consultation and comment prior to being taken to Local Governing Body approval		1	4	4	
Monitoring of the Risk Plan	4	4	16	The risk management plan will be reviewed weekly by the Executive Headteacher, Headteacher and School Business Manager.		2	2	4	
Existing policies on safeguarding, health and safety, fire evacuation,	3	2	6	<ul style="list-style-type: none"> All relevant policies have been updated/revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents, governors and Trustees have been briefed accordingly. 		1	2	2	

COVID-19 risk	Risk rating L x C = R			Risk Controls	Additional Risk Controls	New Risk Rating L x C = R			Responsible person
medical, behaviour, attendance and other policies									
Staff trained in new procedures	3	4	12	<p>A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include:</p> <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 		1	4	4	
Addition School based areas									

Assessors Name:	Nicky Archer	Date of Assessment:	5 th March 2021
Approved By:	LGB- Martin Stanford (Chair)	Date of Review	8 th March 2021