

PART B: COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: The Helena Romanes School and Sixth Form Centre

OWNER: D Gee

DATE: 1 February 2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening (June 20), full reopening (September 20) and closure (January 21) of the school to ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

- **Text highlighted in yellow throughout this document has been added to this version of the risk assessment by Essex LA for September reopening, with additional blue text for their January 2021 lockdown risk assessment.**
- **Text highlighted in blue is an action allocated to someone outside of SLT**
- Red text was added following updated government guidance in August 2020
- Blue text has been added following the lockdown introduced in January 2021 -some struck-through areas will be re-implemented following reopening

PART ONE: SUMMARY of HRS responses and actions in light of the September 2020 (and all subsequent) guidance for full opening system of controls (Part two shows our full risk assessment and action plan)

- 1) Minimise contact with individuals who are unwell by ensuring that those who have the coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school:**
 - a. Communication to all parents and students around the importance of this in JULY and SEPTEMBER and ONGOING THEREAFTER
 - b. Home-school agreement makes this requirement explicit
 - c. Staff code of conduct makes not obeying track and trace guidance/self-isolation a disciplinary offence
 - d. Where a student or member of staff becomes unwell at school with a new continuous cough; loss or change in sense of smell or taste; or high temperature:
 - i. KH/NF should be alerted.
 - ii. The student/member of staff should be isolated immediately in an appropriate location with the door closed and the window open.
 - iii. PPE should be used by staff in vicinity and handwashing protocols followed.
 - iv. A student should be sent home as soon as parents/carers can be contacted and told they should get a test and inform the school of the outcome; a member of staff should leave the site as soon as possible and will be asked to get a test and inform the school of the outcome.
 - v. There should be an enhanced clean of the areas the student/member of staff has been based in during the day that symptoms become apparent.
 - e. Should a member of the school community have a positive test for COVID -19, the school will contact PHE and follow the advice given around which individuals/groups should be asked to self-isolate.
- 2) Clean hands more often than usual:**
 - a. All classrooms will be equipped with alcohol gel and staff will be asked to ensure all students use this regularly (at a minimum at the start of all lessons). Students will be encouraged to bring their own hand sanitiser to use at other times and will also be encouraged to wash their hands thoroughly after using the toilet and also when other opportunities arise.
 - b. All food outlets will have alcohol gel dispenser points; supervising staff will monitor use.
 - c. There will be alcohol gel dispenser points on corridors and near entrances/exits.
 - d. All water bottle refilling stations will have alcohol gel dispenser points next to them.
 - e. Posters in the toilet areas will remind students of the importance of handwashing and of the best technique.
 - f. Messaging around the importance of good hand hygiene included in briefings for students.
 - g. Expectations around hand hygiene included in the Home-School Agreement.
- 3) Ensure good respiratory hygiene by promoting “catch it, bin it, kill it” approach:**
 - a. All rooms to have a supply of tissues, checked and replenished by the cleaning team.
 - b. All rooms to have bins checked and emptied each day.
 - c. Messaging around the importance of “catch it, bin it, kill it” approach included in briefings for students.
 - d. Posters put up in all classrooms around the importance of “catch it, bin it, kill it”.
 - e. Expectations around “catch it, bin it, kill it” approach included in the Home-School Agreement.
 - f. Students and staff are expected to wear a face mask in those areas of the school where social distancing is not possible (unless they have an exemption card). They must follow the expectations set out in the Behaviour Policy Appendix. Face masks must be plain.

- g. During the January 2021 lockdown period, face masks are to be worn by all staff and students when in the school building (with the exception of socially distanced offices, when eating/drinking, or where an individual is exempt).

4) Introduce enhanced cleaning, including frequently touched surfaces often

- a. Continuation of current practice of additional cleaning of priority areas and touch points including doors, toilets and eating areas.
- b. Reduction of touch-points (doors propped open, where regulations allow).
- c. Wipe down of student touchpoints at the end of lessons.

5) Minimise contact between individuals and maintain social distancing whenever possible

STUDENTS
<p><u>Reducing contacts in school</u></p> <ul style="list-style-type: none"> ● All year groups will be kept in year group bubbles. Although students will pass on corridors and use the same spaces, they will not have any further contacts/extended contacts in school. ● No mixed year group activity will run until further notice (with the exception of a small number of socially distanced/monitored student groups). ● Year groups will have allocated areas for breaks and lunchtimes (both wet and dry). ● Year group bubbles will be maintained during the January 2021 lockdown period.
<p><u>Social distancing at the start of the day</u></p> <ul style="list-style-type: none"> ● Students will be supervised by duty staff (with the addition of pastoral leaders) and directed to appropriate locations on arrival; this will allow monitoring of entry and ensuring any students choosing to wear a face mask know how to remove it safely. ● Any students who arrive before 8:30 will be directed to a designated zone at the rear of the school. Duty staff will then move students to registration classrooms from 8.30. ● Students will be allowed to access classrooms for registration early, from 8:30am, in order to create a natural stagger. ● Buses will operate a staggered release of students. There will be bins for students to dispose of face masks and sanitiser units for students to clean their hands. ● Students to be reminded of the importance of walking to school in a socially distanced way in Health and Safety briefings. ● Students (apart from those with an exemption card) to wear face masks on entry to the school buildings.
<p><u>Social distancing at the end of the day</u></p> <ul style="list-style-type: none"> ● Five minutes will be taken from lunch and added to Period 5- allowing a staggered end without reducing curriculum time. ● Blocks A, C and E released at 3.05. Blocks B, D and S released at 3.10. This is to ensure crowding is minimised on the exit route. ● Duty team to support quick site clearance (including crossing to be closed from 3.00 to 3.20). ● Duty team to monitor and support bus waiting and queuing arrangements. ● Students remove face masks after they have left the building (unless travelling on dedicated school or public transport).

Improving social distancing between lesson changeovers

- One-way system to be marked out (D to A inside and A to D outside). All stairwells re-signed. One-way system to be implemented in E block.
- ~~Sixth form students to remain in S block as a default position (unless their lesson is in the main building). Lessons to be timetabled in S block wherever possible.~~
- Staff asked to stand in the corridor at lesson changeovers, to dismiss classes promptly and be ready to welcome the next class. Staff to ensure students follow one-way and do not loiter.
- Doors propped open to reduce touch points, where regulations allow. Fire doors remain closed, **however sound-sensing opening devices placed on key fire doors to enable a smooth flow of traffic.**
- **Students are expected to wear a face mask at lesson changeover (unless they have an exemption card). They must follow the expectations set out in the Behaviour Policy Appendix. Face masks must be plain.**

Improving social distancing at break and lunchtimes

- Each year group is allocated to a zone of the field and playground. Field to be open at break and lunchtimes (where possible)
- All students are asked to go outside (unless the weather is poor- see below).
- Each Year group is allocated to a different food outlet at any one time (grab and go; same offer from each outlet).
- Timetable alterations to reduce crowding (split break and lunch- see below).
- A map of the school showing zones for both good weather and poor weather will be shared with all staff and students.
- ~~Learning Zone to be opened on a rota to a different year group each day for lunch; review and amend if older years do not make sufficient use of the offer.~~

Fire evacuation

- Fire evacuation positions will be amended to spread out bubbles
- Fire drills will be carried out one bubble at a time.

Timetable alterations to improve operations and social distancing

- Period 2 and break will be combined- two year groups and Sixth Form will have an early break, three year groups have a late break, cleaning time built-in between sittings.
- Period 4 and lunch will be combined- two year groups and Sixth Form have an early break, three year groups will have a late break, cleaning time built-in between sittings.
- NB: early and late groups need to be the same for both breaks. SLT on-call will allow comfort breaks if needed for any staff teaching Period 2, 3 and 4.
- 5 minutes will be taken from lunch and added to Period 5 to support a staggered end to the day

Reducing the risk from extra-curricular clubs and trips

- ~~Homework club will be rotated each day on a year by year basis~~
- ~~No additional extracurricular clubs will run in the first 3 weeks of term.~~
- ~~All proposed extracurricular clubs for week 4 onwards will be risk assessed on a case by case basis.~~
- ~~The process in the two bullets above will also apply to breakfast club (with SE).~~
- No overnight trips will run in the Autumn term.

- No overnight trips should be booked for later in the year without agreement from NF/LEB (a full risk assessment will be carried out (including around financial risk) and advice will be sought from Essex).

Reducing the risk of contact with COVID-19 on equipment

- Students will be advised to bring pens, pencils, ruler, calculator, water bottle, hand sanitiser and relevant books to school each day.
- All high-contact reusable equipment (e.g. pens leant out by staff, chromebooks) will be cleaned between classes (spray, wipes or washing).
- Contact points to be wiped down by students at the end of each lesson.
- Specific arrangements for equipment in practical subjects developed by subject leaders/SLT link.
- **Tutors/teachers to check equipment each day and provide equipment to students where necessary.**

Reducing the risk in the classroom environment

- Windows and doors should be kept open (~~as far as possible~~) to ensure good ventilation.
- Students will be sat in the safest possible arrangement for each room. This will usually be side-by-side and facing forwards (or outwards in computer rooms, etc.), where possible. In some rooms it will not be possible to ensure all desks face the front. In these cases, appropriate control measures will be put in place. In other rooms, it may be deemed that a horse-shoe arrangement is needed to ensure a teacher space.
- Classrooms will be set-out to support teacher social distancing. Site Manager to assess each room and determine the best layout.
- Students will clean their hands on entry to each room and wipe down their stations at the end of each lesson.
- Each teacher will be equipped with appropriate cleaning materials and a PPE 'grab bag'.

Extended Learning Department

- **LSA and Extended Learning provision will be set-out separately by HJ in line with the control measures set-out in this document.**

Reducing large groups being asked to be in one space

- We will minimise assemblies and will use Google Hangouts where it would be appropriate to do so.

Ensuring all students are inducted/prepared for "Covid-19 School"

- We will stagger the start to the term across 3 days, to ensure we are able to settle, induct and supervise each year group more intensively, as they adjust to different systems: 7, 12 then 9, 11, 13, then 8, 10.
- On each year group's first day in school they will have a formal induction session to outline key expectations.
- **Daily briefing for students during January 2021 lockdown.**

STAFF

Reducing the risks in the classroom

- Teacher area at the front of the class will be marked out (at 2m from the front row of student desks, as far as is possible).
- All teachers have the option to use face-shields in the classroom.
- All teachers will have training on safe teaching practices.

- Staff who do not teach P5 are able to request permission to leave early.
- **Teachers and students wear face masks in the classroom.**

Reducing the risks in offices and other work-spaces

- Signs on the door of each office will show the recommended maximum number that can use the space on the door of each office. If the office has reached the maximum number, staff are advised to work in a different space/classroom.
- Staff **required** to work at 2m distance in free periods and side-by-side or back-to-back.
- Additional cleaning of office spaces with alcohol gel and spray cleaner available for staff to use as required (particularly for touch points such as water coolers)
- Timetable alterations will reduce the number of staff in each teaching team free at break and lunchtime by approximately fifty percent.
- To reduce the pressure on office space, staff (support and teaching) will be encouraged to spend time outside at break and lunchtime (with colleagues willing to give at least 30 minutes to supervision outside at lunchtime to supplement the main duty team being entitled to a free lunch).
- **Staff are expected to wear face masks around the school and throughout the building (with the exception of socially distanced offices).**
- LEB to enact the separate guidance on kitchens.

Reducing the risks in meetings

- **Virtual meetings encouraged**
- Physical meetings to be held in spacious and well-ventilated rooms.
- 2m distancing to be followed.
- Where 2m distance cannot be followed, meetings **MUST** be virtual.
- Training Days and meeting times will minimise mixing between department teams and will not exceed 30 colleagues in the main hall, 2m distancing in other rooms.

Reducing the risks for the most clinically vulnerable staff

- All staff in the **extremely clinically vulnerable** category **to work from home.**
- **Other vulnerable or concerned colleagues** will be interviewed routinely to discuss additional modifications that will be put in place on a case-by-case basis. This might include a teacher being based in one classroom, not being asked to move around the school, not being asked to be on corridor at lesson changeover and not being asked to do a duty. For a member of the 'non-student facing' staff, this might include some home-working or changes to the working environment.
- Risk assessments to be reviewed routinely.

6) Where necessary, wear appropriate personal protective equipment (PPE):

- Staff and students are expected to wear a face mask when in communal areas of the school and, from January 2021, in all other inside areas of the school (with the exception of socially distanced offices, when eating/drinking, or where there is an exemption).**
- All staff will have the option to use a face shield (in class).
- School medical room team and first aid team will be instructed to wear PPE if they are called to deal with an individual with coronavirus symptoms at school.
- PPE and training will be provided for staff who support any students who require intimate care.

7) Engage with track and trace:

- a. KH/First Aid staff to advise staff, parents and students appropriately, in line with the full track and trace guidance.
- b. Requirement to engage with track and trace set out in home-school agreement and staff code of conduct.
- c. Should a positive case emerge in the HRS community, contact will be made with the local public health protection team and all advice will be followed.
- d. Seating plans kept up-to-date and stored on *SMHW* to aid track and trace decisions.

Further measures (including around specific subjects, behaviour, preparing for any future virtual activity, management of the estate etc.) included in the detailed risk assessment that follows.

Part 2- Risk Assessment

Contents

Risk Assessment/Action Plan Sections	Risk lead	Last updated
1 Engagement in Risk Assessment and Planning	DG	5 January 2021
2 Preparing Buildings and Facilities	LEB	17 January 2021
3 Emergency Evacuations	NW	1 September 2020
4 Cleaning and waste disposal	LEB	6 January 2021
5 Classrooms	NF	5 January 2021
6 Staffing	NF	1 February 2021
7 Group Sizes	NF	17 January 2021
8 Social Distancing	SE	5 January 2021
9 Transport	LEB	5 January 2021
10 Catering	LEB	17 January 2021
11 PPE	LEB	5 January 2021
12 Response to suspected/ confirmed case of COVID19 in school	LEB	17 January 2021
13 Pupil Re-orientation	SE	1 September 2020
14 Remote education contingency plan	LVC	1 February 2021
15 Transition	DG	1 September 2020
16 Safeguarding	SE	17 January 2021
17 Curriculum / learning environment	NF	17 January 2021
18 CYP with SEND	DG	6 January 2021
19 Attendance	SBM	1 February 2021
20 Communication	DG	1 February 2021
21 Governors/ Governance	DG	28 January 2021
22 School events, including trips	NF	1 September 2020
23 Finance	LEB	23 November 2020
24 Before and after school clubs	NF	1 September 2020

NB: separate risk assessment available for school deployment of lateral flow tests.

<ul style="list-style-type: none"> ● PAT testing ● Fridges and freezers ● Boiler/ heating servicing ● Internet services ● Any other statutory inspections ● Insurance covers reopening arrangements 	<ul style="list-style-type: none"> ● Suspended catering operations do not resume efficiently/effectively. 	M	<ul style="list-style-type: none"> ● Weekly check on catering equipment. Ensure kitchen is operating in line with COVID-19 advice from the government ● Contingency plans for staff absence (Kai Starkey-Lantree on a casual contract- Nov 20) 		L
Office spaces re-designed to allow office-based staff to work safely (considering remote learning).	<ul style="list-style-type: none"> ● Staff offices, admin/finance areas and site team do not allow for a 2m space between desks. ● Staff rooms do not allow for a 2m space. ● Reception area is an area of high traffic. ● Serving and sales points in canteens put students in close proximity to catering staff 	M	<ul style="list-style-type: none"> ● Where possible, office furniture and layout changed to allow greater social distancing. 	LEB- 27 August 2020	L
		M	<ul style="list-style-type: none"> ● Signs on the door of each office show the recommended maximum number that can use the space on the door of each office. If the office has reached the maximum number, staff advised to work in a different space/classroom. 		L
		M	<ul style="list-style-type: none"> ● Staff encouraged to work at 2m distance in free periods and side-by-side or back-to-back. 		L
		M	<ul style="list-style-type: none"> ● Screen in place at reception. Alcohol gel next to the signing-in station. 		L
			<ul style="list-style-type: none"> ● Screens put in on serving points and tills for ALL food outlets. 		
			<ul style="list-style-type: none"> ● Social distancing rules are referenced in the staff handbook. 	NF- July 2020	L

			<ul style="list-style-type: none"> Staff supported to work from home, wherever possible, and provided with SAT home working guidance 	LEB, Jan 2021	
Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<ul style="list-style-type: none"> Bottlenecks likely at entrance to school. Social distancing is more difficult to maintain. 	M	<ul style="list-style-type: none"> Entry/exit points covered by duty staff at the start and the end of the day Staggered start and end of day Expectations communicated to parents Expectations communicated to students Expectations communicated to staff. 	NF- 27 August 2020 DG- July and Sep 2020 SE- July and Sep 2020 NF- July and Sep 2020	L
Consideration given to premises lettings and approach in place.	Insufficient time for thorough cleaning after any lettings and before school starts.	M	Lettings risk assessed. This will include checking that additional cleaning is in place and any additional costs to HRS are covered and that the site team capacity is not exceeded.	LEB ongoing	L
Consideration given to the arrangements for any deliveries.	<ul style="list-style-type: none"> Deliveries overlap with key movements at entry/exit points and main reception Deliveries put the site team at risk. 	M M	<ul style="list-style-type: none"> Deliveries go to the main reception and a designated area for drop off is indicated. Reception staff instruct the delivery driver to wait for students to leave the area before continuing with the delivery. Internal road barriers closed at break and lunch time. Social distancing is maintained. Hand sanitiser to be used by delivery driver and site team 	LEB- protocol in place by 27 Aug 2020	L L

	a potential cause of transmission.		<ul style="list-style-type: none"> • SLT and pastoral leaders to support student flow at key pinch points (including up stairs). • Staff to support the swift exit from, and entry into, each classroom • Key expectations communicated to staff and students. • Fire door modifications introduced to support flow of student traffic • Face masks compulsory 	<p>SE- 27 Aug 2020</p> <p>LVC- 27 Aug 2020</p> <p>NF/SE- July 2020 and Sept 2020</p> <p>LEB- Oct 2020</p> <p>DG- Oct 2020</p>	
Water fountains.	<ul style="list-style-type: none"> • Water fountains can cause queues and the fountain casing can create a risk of transmission as touched by multiple users. 	M	<ul style="list-style-type: none"> • Alcohol-gel dispensers to be put in next to bottle-fillers. • Drinking fountains to be closed. • Bottle-filler acquired for the main hall. • 2m spacing stickers to support queuing. 	LEB- 27 Aug 2020	L
Dedicated testing site organised, signage up and cleaning processes in place.	<ul style="list-style-type: none"> • Lack of training and/or incorrect implementation reduces confidence and/or increases virus spread. 	H	<ul style="list-style-type: none"> • NF named as project lead and in routine liaison with SWCHS testing lead • NF and all staff trained in line with DfE guidance • Test centre established in line with DfE guidance • Routine external review of test centre operation • Full testing risk assessment completed 	NF- Jan 2021 and ongoing	L

3 Emergency Evacuations - NW

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	<ul style="list-style-type: none"> Social distancing would be harder in an evacuation situation. 	M	<ul style="list-style-type: none"> Students should follow usual evacuation procedures. Fire drills to be undertaken one bubble at a time. Bubble positions to be spread out. 	NW- 27 Aug 2020, ongoing	L
<p>Arrangements in place to support individuals with reduced mobility</p>	<ul style="list-style-type: none"> Student(s) unable to exit the building quickly 	L	<ul style="list-style-type: none"> A review of personal evacuation plans will take place. 	NW- 27 Aug 2020, ongoing	L

4 Cleaning and waste disposal - LEB (NB: Site team / some cleaning staff to deliver the actions in this section during the January 2021 lockdown)

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<ul style="list-style-type: none"> Staff illness Staff capacity (see below) Insufficient cleaning stocks (see below) Areas of the school not cleaned in line with recommendations. 	M M M M	<ul style="list-style-type: none"> Enhanced cleaning schedule implemented throughout the site, ensuring that contact points (work surfaces, desks, door handles/plates, taps, light switches) are cleaned 	LEB- ongoing	L L L L

			<p>frequently. Priorities and priority areas established.</p> <ul style="list-style-type: none">● Enhanced cleaning regime for toilet facilities, particularly door handles, locks and toilet flush.● Contingency with cleaning company for staff absence (and stock shortages)● Additional cleaning sprays/wipes left in offices and on photocopiers for staff to use each use.● Hand wash and alcohol gel stations are to be checked and replaced each day by an additional member of the site team employed to do this specific task.● Bins emptied regularly. Hand sanitiser available at the school entrance and in classes.● On-going cleaning throughout the day.● All teaching staff advised to leave the site by 6.30pm time in order for cleaning to be undertaken.● Enhanced cleaning of unisex toilets (especially during any closure of other 'bubble' toilet blocks, for example when they are being cleaned, repaired or they are closed at lesson time).	LEB- Nov 2020	
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			<ul style="list-style-type: none"> Enhanced cleaning of A block toilets for shared use during the January 2021 lockdown 	LEB Jan 2021	
Capacity of cleaning staff is adequate to enable an enhanced cleaning regime.	<ul style="list-style-type: none"> Areas of the school not cleaned in line with recommendations. 	M	<ul style="list-style-type: none"> See above Capacity needs kept under review 	LEB- ongoing	L
Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<ul style="list-style-type: none"> Stock supplies may be hard to obtain. Areas of the school not cleaned in line with recommendations. 	M M	<ul style="list-style-type: none"> Stock levels and supply chain confirmed ok both internally and from Actual Cleaning Services. (3/6/20) Current internal stocks of both sanitiser and soap are sufficient. Lead time for the sanitiser is 3 days, and for soap is next day. Suppliers have ringfenced stock of tissues, towels and toilet rolls for HRS. Rolling programme of orders to be established to maintain stock levels at 7 weeks Develop procurement strategy with SAT. 	LEB- ongoing	L L
Sufficient time is available for the enhanced cleaning regime to take place.	<ul style="list-style-type: none"> Areas of the school not cleaned in line with recommendations. 	M	<ul style="list-style-type: none"> On-going cleaning throughout the day. Schedule agreed with the cleaning contractor and kept under routine review. Staff advised to leave the site by 6.30pm time in order for cleaning to be undertaken. 	LEB- August 2020 and ongoing	L
Waste disposal process in place for potentially contaminated waste, including testing waste.	<ul style="list-style-type: none"> Staff not following procedures for contaminated waste. 	M	<ul style="list-style-type: none"> Lined bins will be placed in each classroom and emptied at the end of the day. Potentially contaminated waste bags and containers 	LEB- Sep 2021 and ongoing	L

			<p>kept closed and stored separately from communal waste for 72 hours.</p> <ul style="list-style-type: none"> Waste collections made when the minimum number of people are on site (i.e. after normal opening hours). First Aid waste is collected in a yellow hazard bag. RF to source safe/secure areas. Hazardous waste collection organised. 		
Process in place for safe removal and/or disposal of face masks.	<ul style="list-style-type: none"> Increased risk of transmission increases. 	H	<ul style="list-style-type: none"> Bin drop-off outside the main entrance. All bus users and other students directed there, followed by the application of hand sanitiser in the main hall. 	LEB- Sep 2021 and ongoing	L

5 Classrooms - NF

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Classrooms have been rearranged to allow as much space between individuals as practical.	<ul style="list-style-type: none"> Classroom size presents difficulty with room organisation. 	M	<ul style="list-style-type: none"> Teacher space (2m, where possible) and desk established and marked out at the front of each classroom. Rooms all planned out and marked out by premises manager Remove excess furniture to create space. 	LEB- 27 Aug 2020	L
	<ul style="list-style-type: none"> Students move desks during lesson or move away from their designated desk during the lesson. 	M			L
	<ul style="list-style-type: none"> Behaviour/medical issue arises that would usually 	M			L

	be dealt with at closer proximity than 2m.		<ul style="list-style-type: none"> Teachers encouraged to do visual check on classroom before starting each lesson Seating plan completed and kept up-to-date for each room – all students have an allocated place facing front of class (wherever possible). Behaviour policy (and any other relevant policies) updated to reflect the situation. Home/school agreement updated to reflect the situation and shared with parents. Staff trained on how to respond to different scenarios 	<p>LVC- ongoing</p> <p>LVC- Sep 2020</p> <p>SE- 27 August 2020</p> <p>SE- 27 August 2020</p> <p>LVC- 27/28 August 2020</p>	
Classroom entry and exit routes have been determined and appropriate signage in place.	<ul style="list-style-type: none"> Students do not follow designated routes leading to crowding on corridors in breach of guidelines. 	M	<ul style="list-style-type: none"> One way system implemented Arrows in place to support adoption of one way systems throughout the school SLT and pastoral leaders to support student flow at key pinch points (including up stairs). Staff to support the swift exit from, and entry into, each classroom Key expectations communicated to staff and students. 	<p>LEB- 27 Aug 2020</p> <p>SE- 27 Aug 2020</p> <p>LVC- 27 Aug 2020</p> <p>NF/SE- July 2020 and Sept 2020</p>	L
Classrooms have maximum ventilation possible to allow for good airflow.	<ul style="list-style-type: none"> Staff forget to open windows/doors. 	M	<ul style="list-style-type: none"> Posters on doors and on the teachers' desks to remind them to open windows and doors (and then to close them 	LEB- Aug 2020 and ongoing	L

	<ul style="list-style-type: none"> To achieve a quiet working environment, staff choose to close the door. Declining temperatures and winter approaches Increasing COVID rates 	H	<p>as a part of any fire evacuation.</p> <ul style="list-style-type: none"> Fire Marshall walk-through check carried out. SAT classroom ventilation guidance updated to balance the need for ventilation with a comfortable temperature. Guidance updated to state that ventilation should be increased during the January 2021 lockdown. 	<p>SAT HT Exec- November 2020</p> <p>DG- Jan 2021</p>	L
Classrooms do not enable students to sit side by side at all times	<ul style="list-style-type: none"> Increased risk of transmission of infection 	H	<ul style="list-style-type: none"> Classrooms set-up by the teacher to have optimal, task-dependant seating arrangements. Seating arrangements reviewed routinely. Additional desks used by students/teachers when safe to do so. Routine health and safety briefing by teachers Classrooms set-up to allow for maximum ventilation Staff apply the Behaviour Policy consistently (including the Covid-19 Appendix). Students permitted to wear face masks in lessons (should they wish to). Stocks of disposable face coverings available in each classroom for students to use in the specific lesson (should they wish to) 	CD, Sep 2020 and ongoing	M

			<ul style="list-style-type: none"> • Hand sanitiser available for those students wishing to wear a face mask in the lesson • Clear guidance displayed on the appropriate use of face masks (with staff advice for students, where necessary) • Expectations and control measures discussed with teachers. 		
<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p>	<ul style="list-style-type: none"> • Students forget guidelines. • Students forget equipment and borrow from others. • Students do not have tissues. 	M M M	<ul style="list-style-type: none"> • Students to be told to bring their own pen, ruler and calculator, etc to school. • Supplies for lending out provided in each classroom (which will then be sanitised, if used) • Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets. • Tissues and alcohol gel provided in each room. • Students to wipe down surfaces on exit 	SE (communications) and LEB/LVC (logistics)- Aug 28 and then ongoing	L L L
<p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p>	<ul style="list-style-type: none"> • Classrooms are more difficult to organise. • Increased risk of infection. 	M M	<ul style="list-style-type: none"> • HODs to audit and remove items accordingly (with site team support if required) 	NF/CMD/LVC- Aug 28 2020	L L
<p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<ul style="list-style-type: none"> • Key messages not reinforced/adhered to 	M	<ul style="list-style-type: none"> • Signage displayed in key areas • Routine monitoring of signage 	LEB/SE- 28 August and ongoing	L

Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	<ul style="list-style-type: none"> See top row in this section. 				
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6 Staffing - NF

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Staffing numbers required for the entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> Designated Safeguarding Lead (DSL) SENCO Caretaker/site member Office staff member 	<ul style="list-style-type: none"> Illness or requirement to track and trace keep staff off work. Insufficient staffing impedes the efficient operation of the school 	H H	<ul style="list-style-type: none"> Staff availability audit and interviews for vulnerable staff both undertaken before September Routine monitoring of workforce availability A daily assessment will be made of whether all year groups can remain in school. Contingencies planned for Staff on-site rota in place for January 2021 lockdown 	NF- July 2020 and ongoing EC- Jan 2021	L L
<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<ul style="list-style-type: none"> Staff forget to report absence, leaving groups unsupervised 	L	<ul style="list-style-type: none"> Same absence recording procedures in place as before COVID. Reminders in place Staff daily roll call implemented 	NF- ongoing LEB - Jan 2021	L
<p>Risk assessments in place for those staff who were previously working from home due to</p>	<ul style="list-style-type: none"> Staff concerned about returning to school 	H	<ul style="list-style-type: none"> Interviews and (where appropriate) risk assessments put 	NF- July 2020 and ongoing	L

<p>shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified</p> <p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.</p> <p>Risk assessments in place for staff who are clinically vulnerable or who have shared other health concerns.</p>	<ul style="list-style-type: none"> ● Increased concern of staff as Covid cases rise nationally and locally 	<p>H</p>	<p>in place to support these staff (and other staff as appropriate).</p> <ul style="list-style-type: none"> ● Staff provided with additional opportunities to review risk assessments ● CEV staff now working from home. ● All other staff invited to a routine risk assessment review. 	<p>NF- November 2020 and ongoing</p> <p>NF/CW- January 2021</p>	
<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<ul style="list-style-type: none"> ● Illness or requirement to track and trace keep staff off work. ● Insufficient staffing impedes the efficient operation of the school 	<p>H</p> <p>H</p>	<ul style="list-style-type: none"> ● Key roles are covered by at least 2 people in each case. ● Routine monitoring of workforce availability ● A daily assessment will be made of whether all year groups can remain in school. ● Contingencies planned for 	<p>NF- July 2020 and ongoing</p>	<p>L</p> <p>L</p>
<p>Consideration given to staff clothing expectations and information shared with staff.</p>	<ul style="list-style-type: none"> ● N/A 	<p>L</p>	<ul style="list-style-type: none"> ● Pre-Covid expectations resumed. NF to update staff handbook. 	<p>NF- July 2020</p>	<p>L</p>
<p>Approaches for meetings and staff training in place.</p>	<ul style="list-style-type: none"> ● Staff feel anxious about attending meetings, if social distancing is not maintained. ● Increased risk of infection if large scale meetings held 	<p>M</p> <p>M</p>	<ul style="list-style-type: none"> ● No large-scale staff briefings, meetings or training sessions. ● No more than 30 staff members in the main hall ● All other meeting spaces to be at 2m ● These spaces to be used with maximum ventilation. 	<p>LVC- August 2020 and ongoing</p>	<p>L</p> <p>L</p>

			<ul style="list-style-type: none"> Where meetings cannot be safely held face-to-face, Hangouts will be used 		
<p>Consideration given to staffing roles and responsibilities with regards to the contingency continued remote provision alongside in-school provision.</p>	<ul style="list-style-type: none"> Remote curriculum unable to be implemented quickly and/or effectively, 	M	<ul style="list-style-type: none"> Production of 2020-21 remote learning protocols Half termly review and update to remote provision protocols by SLT 	<p>LVC- Sept 2020</p> <p>LVC- Oct 2020 ongoing</p>	L
<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<ul style="list-style-type: none"> Insufficient staffing impedes the efficient operation of the school 	M	<ul style="list-style-type: none"> Routine monitoring of workforce availability Contingencies planned for 	<p>NF- July 2020 and ongoing</p>	L
<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<ul style="list-style-type: none"> Staff feel overwhelmed with the different ways of working and the upskilling required to be effective. Staff feel anxious around ending lock-down. Staff have faced challenges in their living arrangements in lock-down. 	<p>M</p> <p>M</p> <p>M</p>	<ul style="list-style-type: none"> Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx Line Managers encouraged to check in with team members on a regular basis and to ask how people are. Well-being and workload survey undertaken with Staff Voice group and Remote Learning focus group. 	<p>NF- Sep 2020 and ongoing</p> <p>NF/LVC/CMD- Sep 2020 onwards</p> <p>LVC- Sep 2020 onwards</p>	<p>L</p> <p>L</p> <p>L</p>
<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>	<ul style="list-style-type: none"> Staff don't get tested if they have symptoms and have to self-isolate for 7 days (or 14 for symptoms in the household). 	M	<ul style="list-style-type: none"> Guidance on testing and the expectations around testing and following all track and trace/ self-isolation instructions included in the staff handbook. 	<p>NF- July 2020</p>	L

Process in place for use of the limited number of self-testing kits.			<ul style="list-style-type: none"> Updated Essex guidance on testing shared with key staff to ensure that staff get access to testing ASAP. School tests provided to staff when required. Plans for delivering LFT to be developed 	DG- Sep 2020 KH/NF- Sep 2020 NF- Jan 2021	
The approach for inducting new starters has been reviewed and updated in line with the current situation.	<ul style="list-style-type: none"> New starters unclear about expectations and procedures Procedures not adhered to. 	M M	<ul style="list-style-type: none"> Whole staff and specific new staff training updated in September. New staff induction programme updated. 	LVC- Sep 2020	L L
Return to school procedures are clear for all staff.	<ul style="list-style-type: none"> Staff are unclear, creating anxiety and potential for guidelines to not be followed 	M	<ul style="list-style-type: none"> Staff Handbook and training with accompanying PowerPoint accessible to all. This will include guidance on approach to teaching as well as use of the building. 	NF/LVC- Sep 2020	L
Arrangements to return any furloughed staff in place.	N/A	N/A	N/A	N/A	N/A
Any staff contracts that need to be issued, extended or amended considering the current situation have been.	N/A	N/A	N/A	N/A	N/A
Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	<ul style="list-style-type: none"> Staff unsure about the process/experience increased anxiety. Processes not compliant, 	L L	<ul style="list-style-type: none"> Processes had been put on hold and this was clarified with relevant staff Processes to resume as normal when school is reopen 	NF- Sep 2020 and ongoing	L L
Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk	<ul style="list-style-type: none"> Contractors may breach the guidelines established for our building. Additional people in the building may increase the risk of transmission. 	M M	<ul style="list-style-type: none"> Premises Manager to check with the contractor any requirements their employer has specified before visit and share school protocols. All contractors are inducted in order that they understand our expectations of them. 	LEB- Sep 2020 ongoing LEB- Procedures updated November 2020	L L

assessment carried out by the Contractor.			<ul style="list-style-type: none"> All maintenance visits to take place outside of school hours or away from children and staff. All building projects must have in place risk assessments for social distancing and contained within area bubbles. To be signed off by site manager or LEB prior to commencement of work. 		
Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	<ul style="list-style-type: none"> Adults unclear about expectations and procedures Procedures not adhered to. 	M M	<ul style="list-style-type: none"> Adults provided with a copy of the relevant sections of the staff handbook. 	NF- Sep 2020 and ongoing	L L
Arrangements are made for colleagues who are extremely clinically vulnerable	<ul style="list-style-type: none"> Colleagues do not feel supported and/or safe 	H	<ul style="list-style-type: none"> Bespoke arrangements agreed for each member of staff in this position. Information shared with line-managers. 	NF- July 2020	L
PPA for staff.	<ul style="list-style-type: none"> PPA for staff is not able to be maintained. Rarely cover is breached. 	L H	<ul style="list-style-type: none"> Staffing levels are maintained and PPA time is preserved, as far as possible. Timetabling and cover staff reduces risk of cover; however, it remains the case that staff absence is likely to be higher and so rarely cover is expected to be breached. 	NF- ongoing	L H
Office space for staff	<ul style="list-style-type: none"> Numbers in offices may breach safe levels, causing some staff to have to work in different areas, impacting on ability to complete tasks 	H	<ul style="list-style-type: none"> Timetable changes will reduce numbers in offices at key points. SLT to monitor and support staff to work in different spaces (e.g. a classroom at lunchtime) through line management. 	NF- July 2020 SLT- Sep 2020 and ongoing	M

<p>Staff Performance Management processes should not be unduly affected by the period of lockdown.</p>	<ul style="list-style-type: none"> • Staff are unfairly penalised for not meeting all/some of their Performance Management targets. 	<p>M</p>	<ul style="list-style-type: none"> • Performance Management processes updated to ensure that expectations of progress towards targets are realistic. • Staff updated on the amended processes. • Training for all reviewers. • DG/LVC to moderate all progression decisions. 	<p>LVC- Oct 2020</p> <p>LVC- Oct 2020</p> <p>LVC- Oct 2020</p> <p>LVC - Feb 2021</p>	
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7 Group Sizes - NF

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>All children Eligible children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.</p>	<ul style="list-style-type: none"> • Mixing of bubbles for any extended period could increase transmission rates. • Parents, students and staff lack confidence in arrangements. 	<p>H</p> <p>H</p>	<ul style="list-style-type: none"> • Year groups bubbles established- students only ever taught in year groups. • Staggered start and end to the day to reduce interaction during movement times. • One way system is implemented to reduce interaction at movement times. • Staggered lunch and break established, with the provision of inside and outside zones for each bubble (including dining rooms). 	<p>NF- Aug 2020</p> <p>NF Aug 2020</p> <p>SE/LEB Aug 2020</p> <p>LEB/SE- Aug 2020</p>	<p>L</p> <p>L</p>

			<ul style="list-style-type: none"> • Cleaning implemented between the use of any shared areas. • Wipe down of classroom high frequency contact points between usage. • Initial cancellation of extracurricular clubs, followed by individual risk assessments. • Plans communicated to staff, parents and students. • Liaison with bus companies to support transport arrangements. • Revised bubble arrangements implemented during January 2021 on-site provision 	<p>LEB- Aug 2020</p> <p>LVC- Aug 2020</p> <p>NF- Aug 2020</p> <p>CD/LVC- July 2020, SE Sep 2020</p> <p>LEB- Aug 2020 and ongoing</p> <p>EC- January 2021</p>	
Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	<ul style="list-style-type: none"> • Not possible to link staff to specific bubbles 	H	<ul style="list-style-type: none"> • Classrooms and offices set-up to ensure that staff are supported to socially distance themselves from students. • Appropriate PPE and cleaning equipment available in classrooms and around the school. • Individual risk-assessments for staff who are extremely clinically vulnerable. • Review of staff allocations across bubbles and rationalisation (wherever possible) • See other measures in the row above. 	<p>LEB- Aug 2020</p> <p>LEB- Aug 2020 and ongoing</p> <p>NF- Aug 2020 and ongoing</p> <p>NF- Aug 2020</p> <p>See row above</p>	L

Identified solutions to any workforce capacity issues are in place.	<ul style="list-style-type: none"> Insufficient staffing to run onsite and/or remote provision 	M	<ul style="list-style-type: none"> Onsite rotas drawn up, including staffing contingency Plans in place for setting remote learning cover if there is staff illness 	EC/LVC- Jan 2021 and ongoing	L
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8 Social Distancing - SE

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these 	<ul style="list-style-type: none"> Zoning is not clear 	H	<ul style="list-style-type: none"> Zoned external areas clearly signed, maps shared with staff and students. 	LEB- Aug 2020	L
	<ul style="list-style-type: none"> Supervision is not adequate 	H	<ul style="list-style-type: none"> Rota is in place; all students expected to be outside at break and lunch, reducing supervision requirements. 	SE- Aug 2020	L
	<ul style="list-style-type: none"> Students not inducted effectively 	H	<ul style="list-style-type: none"> Staggered start to the term to allow induction of year groups across 3 days. Initial assemblies and briefings explain systems 	SE/LEB- Aug 2020	L

<p>times in place, such as when queuing for lunches</p> <ul style="list-style-type: none"> One way system in operation Toilet arrangements <p>NB: THE AREAS IN PURPLE ARE COVERED IN OTHER AREAS OF THE RISK ASSESSMENT (E.G SECTIONS 2, 4, 5 AND 7).</p>	<ul style="list-style-type: none"> Stagger negatively affects curriculum time Too many students are trying to use one space/facility Staff and students unclear of/do not follow the rules. 	<p>M</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> High levels of supervision as we settle year groups in. Signage throughout the school Stagger created at the end of the day with time taken from lunch time. Natural stagger implemented at the start of the day, Amendments made to timetable for to ensure that the risk of this is minimised and an effective stagger is in place. The use of face masks in communal spaces expected Staff briefings at the end of and start of term, followed by routine reminders. Communication to parents and students regarding arrangements. Home/school agreement to be updated. Signs around the school site reminding students and staff of the guidelines. 	<p>NF- Aug 2020</p> <p>NF- July 2020</p> <p>DG/SAT Oct 2020</p> <p>LVC- Aug 2020 and then ongoing DG- Aug 2020, SE Sep 2020</p> <p>SE- Aug 2020</p> <p>LEB- Aug 2020</p>	<p>L</p> <p>L</p> <p>M</p> <p>L</p>
<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p>	<ul style="list-style-type: none"> Students do not follow guidance when walking through town. Students have no option but to use buses. 	<p>H</p>	<ul style="list-style-type: none"> Letter to parents about arrangements for school arrival and to remind students of expected behaviour on the way to and from school. 	<p>SE/DG- Aug 2020</p> <p>LEB- Aug 2020</p>	<p>M</p>

Students should allow staff to keep 2m distance and should NOT touch each other			<p>struggle to follow expectations.</p> <ul style="list-style-type: none"> ● Revise behaviour policy with clear escalation of sanctions. Refusing to take distancing seriously to be a major breach with associated consequences. ● Social distancing plans communicated with parents, including approach to breaches. ● Expectations updated reiterated to parents regarding onsite provision. 	EC- Jan 2021	
Approach to assemblies – if still occurring, plan in place to manage social distancing.	<ul style="list-style-type: none"> ● Student assemblies presented on line 	N/A	N/A	N/A	N/A
Social distancing plans communicated with parents, including approach to breaches.	<ul style="list-style-type: none"> ● See above 	See above	<ul style="list-style-type: none"> ● See above 	See above	See above
Arrangements in place for the use of the playground, including equipment.	<ul style="list-style-type: none"> ● Bubbles breached 	M	<ul style="list-style-type: none"> ● Zones clearly marked and maps shared with staff and students ● Staff rotas amended and staff informed through routine briefings. ● Covered in student induction in September and routine student briefings thereafter. ● Recommunicated for onsite provision 	LEB- Aug 2020 SE/NF- Aug & Ongoing SE- Sept 2020 EC- Jan 2021	L
Consideration has been given to what activity is more difficult/not possible to be undertaken with social distancing in place.	<ul style="list-style-type: none"> ● Inadequate preparation increases the risk of transmission 	M	<ul style="list-style-type: none"> ● Initial approach to practical lessons in these areas to be agreed. ● Risk assessments to be completed for PE, Art, DT, 	CMD- July 2020	L

<p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> ● PE ● Practical science lessons ● DT 			<p>Science which clarify approaches to cleaning (how and who?). RAs passed as appropriate by SLT Line Manager before this type of lesson is undertaken for the first time.</p> <ul style="list-style-type: none"> ● These expectations are shared in the staff handbook. 	<p>NF/LVC/CMD- Sept 2020 and then ongoing</p> <p>NF- Aug 2020</p>	
<p>Approach when students in more than one bubble need to access the same area (e.g. PLC/SEND)</p>	<ul style="list-style-type: none"> ● Bubbles breached 	<p>M</p>	<ul style="list-style-type: none"> ● Sessions timetabled to avoid this issue where possible. ● Student work stations all socially distanced (at least 2m apart). ● High staff/student ratios allow close staff supervision. ● Resources not shared between bubbles. ● Students supervised entering, moving around and leaving the area to ensure that social distancing is maintained. ● Risk assessments in places for students, where necessary. ● Enhanced cleaning of unisex toilets (especially during any closure of other 'bubble' toilet blocks, for example when they are being cleaned, repaired or they are closed at lesson time). ● Enhanced cleaning in place for mixed-bubble toilets for onsite provision 	<p>HJ- Sep 2020</p> <p>LEB- Nov 2020</p> <p>LEB- Jan 2021</p>	<p>L</p>

9 Transport- LEB

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<ul style="list-style-type: none"> Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. 	<ul style="list-style-type: none"> Lack of clarity, parental/student anxiety, increased danger of transmission 	M	<ul style="list-style-type: none"> Transport (and appropriate actions) included as a key part of parent communication. 	SE- Aug 2020 and ongoing	L
<ul style="list-style-type: none"> Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. 	<ul style="list-style-type: none"> Bubbles breached, increase risk of infection. Transport arrangements are not the school's responsibility. 	H	<ul style="list-style-type: none"> Liaise with bus companies and offer support/advice, wherever possible. Protocols in place for the start and the end of the day- safe embarking/disembarking. During onsite provision students to be seated in bubbles. 	LEB- Aug 2020 and ongoing SE- Aug 2020 LEB Jan 2021	M
<ul style="list-style-type: none"> Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible. 	<ul style="list-style-type: none"> CYP at increased risk from transmission 	H	<ul style="list-style-type: none"> Transport (and appropriate actions) included as a key part of parent communication. Support provided to individual students/families on a case by case basis. 	SE- Aug 2020 and ongoing	M
<ul style="list-style-type: none"> Arrangements in place with transport providers to support any staggered start/end times. 	N/A	N/A	N/A	N/A	N/A
<ul style="list-style-type: none"> Updated government guidance recommends the use of face masks on all transport 	<ul style="list-style-type: none"> Students do not wear face masks Students wear face masks incorrectly 	H	<ul style="list-style-type: none"> Information on face mask use and bus company expectations shared with parents. Students receive guidance on face mask use. 	SE- Sep 2020 SE -Sep 2020, ongoing	M

			<ul style="list-style-type: none"> • Support in place when students arrive and leave school on dedicated school transport. • Further reinforcement of expectations to parents. 	SE- Sep 2020, ongoing DG/SE- Sep 2020	
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10 Catering - LEB

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<ul style="list-style-type: none"> • Catering staff are not working in a safe way. • Groups mix in catering areas. • Numbers in the queues lead to students touching. 	M	<ul style="list-style-type: none"> • LEB/Catering manager to induct staff. • Catering staff to wear face masks/gloves through food prep and service. • Catering staff work areas separated and numbers in the kitchen controlled. • Catering provision reduced with the same 2 members of the team on each day. • Breaktime food and lunch is pre ordered and bagged up for students to collect at break time. 	LEB- Aug 2020	L

			<ul style="list-style-type: none"> • Separate "Grab and Go" points established with a simplified menu that allows for quick service. 		
Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	<ul style="list-style-type: none"> • Students mixing increases numbers of contacts and transmission risk. 	H	<ul style="list-style-type: none"> • Staggering and allocation of areas to ensure separation. • Students eat in their allocated zones (wet weather overflow created and supervised by SLT in the main) • Controls and responsibilities shared with all staff in handbook 	LEB- Aug 2020 NF- Aug 2020	L
Summer Holiday Food vouchers for eligible CYP ordered.	<ul style="list-style-type: none"> • Students do not receive funding 	H	<ul style="list-style-type: none"> • Early claim made 	LEB- July 2020	L
Arrangements for the continued provision of FSMs for children not attending school are in place.	<ul style="list-style-type: none"> • Lack of clarity from the DfE, funding not received. 	M	<ul style="list-style-type: none"> • Voucher scheme implemented via Edenred 	LEB- Jan 2021	L

11 PPE - LEB

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Signage about infection control measures need to be clear to staff and students	<ul style="list-style-type: none"> • Infection control measures are breached. 	H	<ul style="list-style-type: none"> • Signs/protocols placed on entrance to site, toilets and classrooms (including instructions to wash/sanitise hands, socially distance and 'catch it, kill it, bin it'). 	LEB- Aug 2020	L
PPE requirements understood and appropriate supplies in place.	<ul style="list-style-type: none"> • Insufficient stocks available. • Incorrect use. 	H	<ul style="list-style-type: none"> • Gloves, aprons, masks , hand sanitisers and wipes all available in school. • Suppliers all have stock. 	LEB- Aug 2020 and ongoing	L

<p>Long term approach to obtaining adequate PPE supplies in place.</p>			<ul style="list-style-type: none"> • Weekly review of supplies and re-order. • Develop procurement strategy with SAT • PPE grab bags for classrooms • Training for all staff on safe use of the optional PPE. 	<p>LVC- Aug 2020</p>	
<p>Updated government guidance permits schools to recommend the use of face masks in communal areas of the school</p> <p><i>NB: this recommendation became mandatory following Essex's move to Tier 2 on 17/10/20. No change required to the RA as this expectation was brought into effect at the school on 10/10/20.</i></p>	<ul style="list-style-type: none"> • Students wear face masks incorrectly and/or use them inappropriately • Increased rise of Covid cases both nationally and in Uttlesford (including two positive cases at HRS). 	<p>H</p>	<ul style="list-style-type: none"> • Expectations regarding face mask use included within the HSA, Student Expectations 2020 and the Behaviour Policy Appendix. • Expectations shared with staff • Expectations shared with parents/carers • Expectations shared with students. • Students receive guidance on face mask use. • Support in place when students arrive and leave school on dedicated school transport. • Face masks are strongly recommended to staff and students in places where social distancing is difficult. • The wearing of face masks in places where social distancing is difficult is made an expectation (unless an 	<p>SE- Sep 2020</p> <p>LVC- Sep 2020</p> <p>SE -Sep 2020, ongoing</p> <p>SE -Sep 2020, ongoing</p> <p>SE- Sep 2020, ongoing</p> <p>SE -Sep 2020, ongoing</p> <p>DG/SAT- Sep 2020</p> <p>DG/SAT- Oct 2020</p>	<p>M</p>

	<ul style="list-style-type: none"> • Insufficient numbers of students wear face masks in very crowded areas • January 2021 lockdown 		<p>exemption card has been issued).</p> <ul style="list-style-type: none"> • Face masks now compulsory within the school building 	DG- Jan 2021	
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12 Response to suspected/confirmed case of COVID19 in school - LEB

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Approach to confirmed COVID19 cases in place: during school day (within cohort of children/young people learning on-site only)</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<ul style="list-style-type: none"> • Lack of PPE equipment available. • Student remains within student body, despite developing symptoms. 	H	<ul style="list-style-type: none"> • If a child becomes unwell with symptoms, KH/NF should be alerted. • First Aid staff to be provided with appropriate PPE and guidance. • The student should be isolated immediately in a closed room with the window open. PPE should be used by staff in vicinity and hand washing guidance should be followed. The student should be sent home as soon as parents/carers can be contacted. There should be an enhanced clean of the areas the student has been in. • The student should be advised to take a test and self-isolate for 10 days. (If they are tested and it is 	Aug 2020- LEB	M

			<p>negative, they may return earlier).</p> <ul style="list-style-type: none"> Action plan established to coordinate the management of the process once there has been notification of a positive test. Overview of steps taken (in terms of students becoming close contacts) shared with parents. Develop plans for staff, student and close contact testing- the latter is currently not advised by Essex LA 	<p>DG- Sep 2020</p> <p>DG- Sep 2020</p> <p>NF- Sep 2021</p>	
<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> Approach to relocating CYP away from certain parts of the school to clean, if possible Cleaning procedure in place Arrangements for informing parent community in place 	<ul style="list-style-type: none"> Time delay between getting results from family/NHS. Delay in getting equipment deep cleaned. 	H	<ul style="list-style-type: none"> All current PHE/DfE guidance should be followed and contact made with local PHE, if a positive case is confirmed. Their advice must be followed Deep clean of areas using our specialist equipment. 	LEB- Aug 2020 and ongoing	L
<p>Process in place to engage with the Test and Trace and contact tracing process (within cohort of children/young people learning on-site only).</p> <p>Refer to ECC and public health guidance for more information.</p>	<ul style="list-style-type: none"> Transmission rates increase. 	H	<ul style="list-style-type: none"> School track and trace systems implemented and routinely reviewed Engagement with 'track and trace' stipulated in the code of conduct and regularly reinforced in parental communications. 	NF- Aug 2020 and ongoing	M

13 Pupil Re-orientation, back into school after a period of closure/ being at home - SE

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Changed expectations shared in advance with students and parents around</p> <ul style="list-style-type: none"> • Social distancing (not touching other students and staying 2m from staff) • Importance of alcohol gel/ hand washing and requirement to use at start of every session • Equipment (pen/pencil/ruler / tissue/water bottle) • The new school day • Uniform • Water fountains 	<ul style="list-style-type: none"> • Parents/students don't follow the new guidelines. 	M	<ul style="list-style-type: none"> • Letter explains the importance of these changes for the well-being of the whole school community. • Revised Home-School Agreement issued to all parents and students. • Video link sent to all students via Hangouts to outline changes and give confidence • First day inductions staggered across three days to ensure intensive support given to students as they get used to the expectations 	<p>SE- July 2020</p> <p>SE- July 2020</p> <p>SE- Aug 2020</p> <p>SE- July 2020</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
<p>Approaches to lessons that are safe but also engaging and positive in place.</p>	<ul style="list-style-type: none"> • Staff do not have confidence to deliver high quality lessons for students that meet the Covid-19 H&S requirements. 	M	<ul style="list-style-type: none"> • Training provided on how to best deliver lessons, including training on how to support students' mental well-being. 	LVC-SE- Aug 2020	L
<p>Students behave safely and follow new protocols</p>	<ul style="list-style-type: none"> • Students misbehave as they do not see importance of protocols 	H	<ul style="list-style-type: none"> • Regular briefings planned on importance of following the guidance (for lives and jobs) • Expectations clear in Home-School Agreement and sanctions used. 	SE- July 2020 and ongoing	M

			<ul style="list-style-type: none"> Behaviour policy reviewed and updated ahead of reopening. 		
Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<ul style="list-style-type: none"> Students not supported effectively 	M	<ul style="list-style-type: none"> The pastoral team to be available for support for individuals identified as in need. Students can use worrybox@hrs.education to email safeguarding staff with concerns. Pastoral team to communicate information to teaching staff when bereavement and illness has affected students. 	SE- Aug 2020 and ongoing	L
Students with widening gaps identified and support put in place.	<ul style="list-style-type: none"> We do not have the capacity to support additional students. Students with gaps not identified. 	M	<ul style="list-style-type: none"> Intervention lead appointed (RSLs) and space made available for sessions. SE to lead the pastoral team in identifying those most in need of support in a systematic way. SE to lead on plans for "re-engaging" the disaffected. Curriculum plans for 2020-2021 include assessment points, to judge progress and gaps and time to ensure gaps addressed. 1-to-1 tutoring and small group tutoring in place for those in need of it. Extra study groups for Year 10 and 11 to support those most behind 	NF- Aug 2020 SE- Aug 2020 and ongoing SE- Aug 2020 and ongoing NF July 2020 and ongoing NF- Oct 2020 and ongoing NF- Aug 2020 and ongoing	L L L L
Consideration of the impact of COVID19 on families and	<ul style="list-style-type: none"> Parents do not inform us of their situation. 	H	<ul style="list-style-type: none"> RSLs to continue contact with PPG families. 	NF- ongoing SE- ongoing	M M

whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 			<ul style="list-style-type: none"> Staff reminded to be vigilant around additional need. 		
Additional procedures for supporting First Aid in place.	<ul style="list-style-type: none"> Suspected cases are not dealt with effectively and the risk of transmission increases. 	H	<ul style="list-style-type: none"> KH/HE to be provided with visors/gloves/facemasks and aprons. Infra-red thermometers to be used. First Aid point established outside the main office. Office staff contact first aid to triage the student. If Covid related then the student is placed in one of the Covid waiting rooms. If not, the student is sent to the first aid room. 	LEB Sep 2020 and ongoing	L

14 Remote Education Contingency Plan - LVC

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>All students have access to technology, and remote learning offer is available to be switched on as a contingency when needed.</p> <p>NB: Government guidance:</p>	<ul style="list-style-type: none"> Systems not set up for Home Learning in advance of it being needed. 	M	<ul style="list-style-type: none"> LVC to lead the team in setting up SMHW/Google protocols and expectations from the start of term. SMHW/Google to be used as HW platform (or for submitting work that cannot 	LVC- Aug 2020, then ongoing.	L

<p><i>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</i></p>	<ul style="list-style-type: none"> Students unable to access home learning because of access or connectivity limitations 	H	<p>be printed) so that all staff and students are confident in advance of it being needed</p> <ul style="list-style-type: none"> Remote learning/key worker on site provision protocols to be reviewed each half term by SLT. Plan to be established by the end of September 2020. Plan for Tier 2 provision to be established. Sessions for students (especially Y7) on <i>SMHW</i> and Google classrooms organised. Remote learning plan implemented, staff training in place and plans communicated to parents. Contact with families and support put in place (NW). 	<p>LVC/NF- Sep 2020 and ongoing.</p> <p>LVC/NF - Oct 2020</p> <p>LVC- Sep 2020 and then ongoing, LVC- Jan 2021 launched and continually evolving</p> <p>LVC- Jan 2021 and ongoing</p>	M
<p>High quality remote education to be provided for any students who are told to shield following clinical voice.</p>	<ul style="list-style-type: none"> Students fall behind/are disadvantaged by not being in school. 	H	<ul style="list-style-type: none"> LVC to develop expectations for remote learning when the majority of the school remains in session. LVC to QA quality of work, feedback and progress made on a case by case basis. 	<p>LVC- Oct 2020</p> <p>LVC- Oct 2020 and ongoing.</p>	L
<p>Blended approach between physical and remote learning developed, including support</p>	<ul style="list-style-type: none"> Systems ineffective in supporting students to make good progress 	H	<ul style="list-style-type: none"> Remote learning approaches (including live lessons and enhanced parent 	<p>LVC/CMD- Jan 2021 and ongoing</p>	M

for those CYP who are shielding/ clinically vulnerable.			<p>communication) reviewed and implemented</p> <ul style="list-style-type: none"> • More effective systems for monitoring academic concern established and implemented • Onsite provision in place for those that need it 	EC- Jan 2021 and ongoing	
Intelligence around critical worker parents – numbers intending to take up provision is known.	<ul style="list-style-type: none"> • Parents unable to take-up provision • Difficult to plan onsite staffing 	M	<ul style="list-style-type: none"> • Government expectations and the remote education offer reinforced to parents • KH/EC to keep an ongoing watch on figures/capacity 	DG- Jan 2021 EC- Jan 2021 and ongoing	L
Technology support in place. DFE laptop allocation ordered.	<ul style="list-style-type: none"> • Lack of intelligence/equipment means that students are unable to access remote learning 	M	<ul style="list-style-type: none"> • Initial 2019-20 information updated with a new survey • Devices provided, where needed 	CA- Jan 2021 and ongoing	L
Critical worker families communicated with regarding the need to keep children at home as much as possible.	<ul style="list-style-type: none"> • High numbers compromise the effectiveness of remote education 	M	<ul style="list-style-type: none"> • Government expectations and the remote education offer reinforced to parents • KH/EC to keep an ongoing watch on figures/capacity 	DG- Jan 2021 EC- Jan 2021 and ongoing	L

15 Transition - DG

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Online/website support for families and young people around transition.	<ul style="list-style-type: none"> Transition arrangements do not support an effective transfer and/or students/families have concerns about transition. 	M	<ul style="list-style-type: none"> Y6 transition section on the website to be updated for 2020-21. To be completed later in the 2020-21 academic year, based upon the latest contextual information 	DG- Sep 2020 DG- Feb 2021	L
Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> Vulnerable children Children with SEND Physical and sensory needs, including adaptations, equipment etc (lead in times) 	<ul style="list-style-type: none"> Transition arrangements do not support an effective transfer and/or students/families have concerns about transition. 	H	<ul style="list-style-type: none"> Primary School liaison group to develop plans for 2021-22 transition processes based upon the latest government guidance. 	DG- July 2020 and ongoing	M

16 Safeguarding - SE

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the	<ul style="list-style-type: none"> CYP previously deemed to be safer at home and family are anxious about returning to school. 	H	<ul style="list-style-type: none"> Review the CYP's risk assessment to identify any support or arrangements 	SE/HJ- July 2020 and ongoing	M

family and other agencies involved.			needed for their return to school.		
Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<ul style="list-style-type: none"> Staff do not share safeguarding concerns and/or are not effective in supporting students' wellbeing. 	M	<ul style="list-style-type: none"> All staff trained to use My Concern/annual CP training undertaken by staff Staff to continue use of My Concern to report safeguarding concerns. Regular reminders through briefings. The pastoral team to be available for support for individuals identified as in need. 	SE- Aug 2020 and ongoing	L
Updated Child Protection Policy in place.	<ul style="list-style-type: none"> Child Protection Policy not updated in response to latest Local Authority guidance. 	L	<ul style="list-style-type: none"> SE to update CP policy in response to any LA updates. Updated CP policy to be adopted by governors. Regular reminders to staff as to signs and reporting processes. 	SE- Aug 2020 and ongoing	L
Where possible, Work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	<ul style="list-style-type: none"> CYP previously deemed to be safer at home and family are anxious about returning to school. 	H	<ul style="list-style-type: none"> Review the CYP's risk assessment (in liaison with other agencies, if needed) to identify any support or arrangements needed for their return to school. Safeguarding team working very closely with families and agencies Regular phone contact to continue, if we have a second lock down, or if students off school for self-isolation. 	SE/HJ- July 2020 and ongoing	M

<p>Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.</p>	<ul style="list-style-type: none"> • Social distancing regulations are not maintained. 	<p>H</p>	<ul style="list-style-type: none"> • Procedures for use of reasonable force and physical contact with students included in the updated Behaviour Policy. • PPE grab bags and guidance provided to all staff. 	<p>SE- Aug 2020</p> <p>NF- Aug 2020 and ongoing</p>	<p>M</p>
<p>January 2021 national lockdown</p> <p>Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities. Refer to DFE guidance for definition of vulnerable.</p> <p>Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the CYP response plan.</p>	<ul style="list-style-type: none"> • Safeguarding of students not attending school more challenging/mental health impact of lockdown • Those students identified as vulnerable do not attend on-site provision 	<p>H</p> <p>H</p>	<ul style="list-style-type: none"> • DSL/ADSL continue as normal • Weekly safeguarding bulletin/reminders in place for staff • Weekly safeguarding reminders for parents • Weekly safeguarding bulletin for students • Weekly wellbeing/learning concern emails sent to parents and chased-up • In school provision for students identified as vulnerable • Key worker provision/check-up in place for students with SEND • Follow-up contact with parents/carers • Risk-assessments updated for any student identified as vulnerable who is not attending onsite provision 	<p>SE- Jan 2021 and ongoing</p> <p>HJ- Jan 2021 and ongoing</p> <p>SE- Jan 2021 and ongoing</p>	<p>M</p> <p>M</p>

17 Curriculum/learning environment - NF

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<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes utilising the DfE 'catch-up' funding and programmes responding to DfE remote learning expectations 	<ul style="list-style-type: none"> Students not engaging in the wider curriculum. Students not supported effectively to catch-up. 	<p>L M</p>	<ul style="list-style-type: none"> Ongoing celebration of success during lockdown through bulletins, certificates and virtual awards evenings. PSHE and tutorial programme reviewed and updated for 2020-21 to support the current climate. Catch-up premium plan developed and implemented by the RSLs. Remote learning offer audited against DfE expectations 	<p>SE- ongoing</p> <p>SE- Sep 2020</p> <p>NF- Dec 2020</p> <p>LVC, Jan 2021</p>	<p>L L</p>
<p>Student behaviour policy reviewed to reflect the current circumstances.</p>	<ul style="list-style-type: none"> Students unclear about new expectations. 	<p>H</p>	<ul style="list-style-type: none"> Behaviour policy, HSA and expectations to be updated and shared with students and parents Student expectations to be displayed appropriately throughout the school 	<p>SE- Sep 2020</p>	<p>M</p>
<p>January 2021 national lockdown</p>	<ul style="list-style-type: none"> Students' progress slowed by return to remote education 	<p>H</p>	<ul style="list-style-type: none"> Remote learning plan implemented, staff training in place and plans communicated to parents. Increased variety of learning activities to be implemented (including live lessons) Enhanced parent communications (weekly praise/concern emails and three-weekly tutor consultations). 	<p>LVC- Jan 2021 launched and continually evolving</p> <p>LVC- Jan 2021 ongoing</p> <p>LVC- Jan 2021 ongoing</p>	<p>M</p>

	<ul style="list-style-type: none"> Those students identified as vulnerable do not attend on-site provision 	H	<ul style="list-style-type: none"> Weekly wellbeing/learning concern emails sent to parents and chased-up In school provision for students identified as vulnerable/with SEND Key worker provision/check-up in place for students with SEND Follow-up contact with parents/carers Risk-assessments updated for any student identified as vulnerable who is not attending onsite provision 	<p>SE- Jan 2021 onwards</p> <p>HJ- Jan 2021 onwards</p> <p>SE- Jan 2021 and ongoing</p>	M
<p>Arrangements for teaching pupils how to keep themselves safe online are in place.</p>	<ul style="list-style-type: none"> Students vulnerable to online risks 	H	<ul style="list-style-type: none"> Weekly online safety advice shared with parents and students Specific online safety information shared with students as necessary 	SE- Sept 2021 and ongoing	M

18 CYP with SEND - DG

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach to provision of the elements of the EHCP including health/therapies.	<ul style="list-style-type: none"> EHCP provision hindered by social distancing requirements. 	H	<ul style="list-style-type: none"> EHCPs to be reviewed and support measures amended where they can't be delivered in their initially intended format. 	HJ- Aug 2020 and ongoing	M

Annual reviews	<ul style="list-style-type: none"> Difficult to get the same level of engagement at virtual reviews 	M	<ul style="list-style-type: none"> Meetings and liaison with agencies continuing virtually, where face-to-face meetings are not possible. SENCO has the technology to conduct remote reviews. 	HJ- ongoing	L
Requests for assessment	<ul style="list-style-type: none"> Professionals may not be available to conduct assessments. Time scales may be lengthened in waiting for assessments and support. 	M	<ul style="list-style-type: none"> Continue with current approach, being tenacious when dealing with external agencies. 	HJ- ongoing	L
Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	<ul style="list-style-type: none"> Students anxious about returning to school and/or not supported to transition to the new arrangements. 	H	<ul style="list-style-type: none"> EHCPs/One Plans to be reviewed and additional support measures amended where needed. 	HJ- Aug 2020 and ongoing	M
January 2021 national lockdown	See section 17 above	N/A	N/A	N/A	N/A

19 Attendance - SBM

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	<ul style="list-style-type: none"> Students become more vulnerable through poor attendance at school. 	H	<ul style="list-style-type: none"> Re-engagement interviews organised for disengaged students. Normal attendance procedures re-established. 	SE- July 2020 SBM- Sep 2020	M

			<ul style="list-style-type: none"> Support provided to students/families as and when required. 	SBM- Sep 2020 and ongoing.	
Approach to support for parents where rates of persistent absence were high before closure.	<ul style="list-style-type: none"> PA students feel even more isolated and unable to return after a long break. Anxiety is heightened. 	H	<ul style="list-style-type: none"> Re-engagement interviews organised for disengaged students. Normal attendance procedures re-established. Support provided to students/families as and when required. 	SE- July 2020 SBM- Sep 2020 SBM- Sep 2020 and ongoing.	M
<p>January 2021 national lockdown</p> <p>Children and young people eligible to attend onsite have been identified and supported to attend where appropriate.</p> <p>Ensure first day contact is operating for those children eligible to attend.</p> <p>Critical worker families communicated with regarding the need to keep children at home as much as possible.</p>	<ul style="list-style-type: none"> Attendance reported incorrectly Too many students onsite compromises the remote learning provision Students who should be in school are not identified as missing Students in need cannot access onsite provision 	M M H H	<ul style="list-style-type: none"> Key expectations shared with the attendance officer. SBM to monitor Communication with parents about government advice in place, as is routine monitoring of students numbers and parental requests First day callback system in place for onsite provision Vulnerable students identified and offered places. RAs in place where the offer was not taken. 	SBM- Jan 2021 EC/KH- Jan 2021 and ongoing SBM/AJ- Jan 2021 SE- Jan 2021	L L L L

20 Communication - DG

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	<ul style="list-style-type: none"> Staff do not receive clear communication about plans. Staff are unable to give feedback on plans. Staff are concerned about plans. 	M M M	<ul style="list-style-type: none"> Staff survey about return to work concerns to be undertaken Staff invited in reopening information/consultation meetings before the summer break Risk assessment shared with staff HR advice shared with staff. Further briefings undertaken during August training days. 	LVC- June 2020 LVC- July 2020 DG- July 2020 NF- July 2020 LVC- Aug 2020	L
Governors consulted on full opening plans.	<ul style="list-style-type: none"> Governors unclear about plans/unable to offer challenges and/or adopt plans. 	L	<ul style="list-style-type: none"> Approach shared with governors RA QA'd and signed-off by SAT RA adopted by governors 	DG- July 2020 DG- Aug 2020 DG- July 2020	L
Union representatives consulted on full opening plans and further government directions.	<ul style="list-style-type: none"> Staff reps feel they have no voice in the process/are unable to offer feedback. 	L	<ul style="list-style-type: none"> DG/NF to meet with CV/CO January 2021 lockdown plan shared with all staff- no current union reps in place. 	DG- July 2020 DG- Jan 2021	
Risk Assessment published on website, where more than 50 staff.	<ul style="list-style-type: none"> Community unclear about the school's actions/lack confidence. 	H	<ul style="list-style-type: none"> RA to be published on the school website. 	DG- Aug 2020	L
Communications with parents: <ul style="list-style-type: none"> Plan for full opening Social distancing plan Wellbeing/ pastoral support Attendance Uniform 	<ul style="list-style-type: none"> Lack of parental clarity or confidence in reopening plans 	M	<ul style="list-style-type: none"> Confirmation of offer (and processes/expectations/policies) sent to parents. Continuation of weekly bulletin. HOY targeted parental contact for disengaged students 	DG- July 2020 and ongoing SE- Aug 2020 and ongoing NF- Sep 2020 and ongoing SE- Sep 2020 and ongoing	L

<ul style="list-style-type: none"> • Transport • Behaviour • Test and trace • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) 					
<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	<ul style="list-style-type: none"> • New timetables, social distancing rules, expectations re behaviour, dress and conduct not communicated 	M	<ul style="list-style-type: none"> • Protocols for behaviour, social distancing and travel to school to be written and shared with parents and students in advance of reopening. • Staggered start to the year (three days) to reinforce expectations. 	SE- Aug 2020 SE- Sep 2020	L
On-going regular communication plans determined to ensure parents are kept well-informed	<ul style="list-style-type: none"> • See row 5 	M	<ul style="list-style-type: none"> • See row 5 	See row 5	L
Communication regarding track and trace	<ul style="list-style-type: none"> • Staff forget to complete/update seating plans • Local public health advice not followed • Increased transmission 	M	<ul style="list-style-type: none"> • Seating plans required (staff handbook); • Audit to check seating plans have been completed. • Local PH always contacted in case of a positive case. Information shared and advice followed. • Expectations around following quarantine guidance shared in home-school agreement and staff code of conduct. 	NF- July 2020 LVC- Sep 2020 and ongoing KH- Sep 2020 and ongoing SE/NF- Sep 2020	

Communication regarding 'catch it, kill it, bin it'.	<ul style="list-style-type: none"> Supplies of alcohol gel or tissues run out Staff/students forget expectations 	H	<ul style="list-style-type: none"> See sections 2, 4, 5, 11 and 13. 	See sections 2, 4, 5, 11 and 13.	L
<p>January 2021 national lockdown</p> <p>Risk Assessment published on the website.</p> <p>Communications with parents/students/staff on the:</p> <ul style="list-style-type: none"> current arrangements for education and welfare checks/safeguarding arrangements Social distancing plan Wellbeing/ pastoral support/support and acknowledgement to parents of home learning Attendance Uniform Transport Behaviour Test and trace Staggered start and end times 	<ul style="list-style-type: none"> Staff do not receive clear communication about plans. Lack of parental clarity or confidence in reopening plans Governors unclear about plans/unable to offer challenges and/or adopt plans. 	M M M	<ul style="list-style-type: none"> Clear ongoing communication with all stakeholders (staff, parents, governors, trust) Risk assessment updated and published on the website Clear communication ongoing with the LGB, including standing COVID agenda items for committee meetings 	SLT- Jan 2021 and ongoing DG- Jan 2021 DG- Jan 2021	L L L

21 Governors/ Governance - DG

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Meetings and decisions that need to be taken are prioritised.	<ul style="list-style-type: none"> Governance is ineffective-key issues not 	M	<ul style="list-style-type: none"> Regular communication established with Clerk, HT, 	DG- ongoing	L

	discussed/actioned.		<p>COG and VCOG to ensure that agendas are appropriate.</p> <ul style="list-style-type: none"> 2020-21 calendar of meetings agreed. Virtual GB meetings for Autumn term. 	<p>DG- June 2020</p> <p>DG- Sep 2020 and ongoing</p>	
<p>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>Approach to communication between leaders and governors is clear and understood.</p>	<ul style="list-style-type: none"> Insufficient meetings planned to enable governors to provide feedback of updated risk assessments Insufficient response to reopening and/or updated government guidance 	M	<ul style="list-style-type: none"> Two meetings planned between the end of the summer term and the start of the new year in order to review and approve the RA. 	<p>DG- July and Aug 2020</p>	L
<p>Governors prepared for the start of school year (clerking, etc).</p>	<ul style="list-style-type: none"> Governance is ineffective- key issues not discussed/actioned. 	L	<ul style="list-style-type: none"> Clerking arrangements and meetings calendar all in hand. 	<p>DG- June 2020</p>	L
<p>January 2021 national lockdown</p> <p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. Refer to Headteacher wellbeing materials.</p> <p>Governors have oversight of restricted attendance plans and risk assessments.</p>	<ul style="list-style-type: none"> Governance is ineffective- key issues not discussed/actioned. Insufficient meetings planned to enable governors to provide feedback of updated risk assessments Insufficient response to reopening and/or updated government guidance 	M	<ul style="list-style-type: none"> In addition to the above, meetings to continue with risk assessment and Covid responses as standing agenda items. 	<p>DG Jan2021</p>	L

22 School events, including trips - NF

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	<ul style="list-style-type: none"> Events take place that are not appropriate for the current context. 	M	<ul style="list-style-type: none"> NF to check with C Weston on trips for summer term and take decisions on a case-by case basis. All clubs cancelled for the first three weeks of term. Clubs risk-assessed on a case-by-case basis thereafter. Calendar of events to be reviewed and amended a term in advance. 	NF-Jan 2021 NF- July 2020 and ongoing NF- July 2020 and ongoing.	L
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23 Finance - LEB

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Additional costs incurred due to COVID19 are understood and clearly documented.	<ul style="list-style-type: none"> Costs become unmanageable. Increased workload for Business Manager 	M	<ul style="list-style-type: none"> Current additional costs have been ring fenced/are affordable Expenses to be mapped and claim to be submitted. Additional ongoing costs to be monitored- further discussions if they become a concern Financial forecasts revised and Governors informed, if necessary 	LEB- July 2020 LEB- July 2020 LEB- ongoing LEB- ongoing	L
Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	<ul style="list-style-type: none"> Claims not met. 	M	<ul style="list-style-type: none"> Additional ongoing costs to be monitored- further discussions if they become a concern Financial forecasts revised and Governors informed, if necessary 	LEB- ongoing	M

Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<ul style="list-style-type: none"> Loss of letting income equates to £6.2k to Aug 20 	L	<ul style="list-style-type: none"> Monitor and factor in additional losses depending upon future restart information 	LEB- ongoing	L
Insurance claims, including visits/trips booked previously.	<ul style="list-style-type: none"> Parents'/HRS financial liability 	L	<ul style="list-style-type: none"> All trip follow-ups in hand French trip postponed. Parents refunded total cost. Current cost to school £6k. £6k recoverable once trip for 20/21 is live and money received from parents. S Roy to organise. Ski trip insurance claim made- now fully reimbursed. . Sweden trip flight refunds sent to parents 	LEB- ongoing	L
Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> Cleaning IT support Catering 	<ul style="list-style-type: none"> Time lag between school need for catering and the caterer's ability to deliver 	M	<ul style="list-style-type: none"> LEB to give appropriate notice to ensure catering resumes at the right level and at the right time. 	LEB- ongoing	L
Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<ul style="list-style-type: none"> Live discussions with SAT for support as and when necessary. Not currently required. 	L	<ul style="list-style-type: none"> Maintain lines of communication 	LEB- ongoing	L

24 Before and After School Clubs - NF

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Control Measures	Risk to Implementation of control measures	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Approach in place for before/after school clubs	<ul style="list-style-type: none"> Control measures identified for the school day not 	M	<ul style="list-style-type: none"> All clubs cancelled for the first three weeks of term. Clubs 	NF July 2020 and ongoing	L

implements the necessary protective measures.	applied effectively in before and after school clubs.		risk assessed on a case-by-case basis thereafter.		
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