# COVID-19: Operational Health and Safety Risk Assessment for Little Lever School

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2nd January 2022 as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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| Assessment conducted by: | D. Mckeon | Job title: | Principal | Covered by this assessment: | Staff, students, contractors, visitors, volunteers |

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| Date of assessment: | 04/01/2022 | Review interval: | Half Termly | Date of next review: | 26/01/2022 |

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| Related documents | |
| **Trust/Local Authority documents:** | **Government guidance:**  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>  <https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>  <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications> |

**Risk matrix**

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| --- | --- | --- | --- | --- |
| Risk rating  High (H), Medium (M), Low (L) | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major:** Causes major physical injury, harm or ill-health. | H | H | H |
| **Severe:** Causes physical injury or illness requiring first aid. | H | M | L |
| **Minor:** Causes physical or emotional discomfort. | M | L | L |

| Areas for concern | Risk rating prior to action  (H/M/L) | Control measures | In place?  (Yes/No) | Further action/comments | Residual risk rating  (H/M/L) |
| --- | --- | --- | --- | --- | --- |
| **1. Establishing a systematic process for full opening in secondary schools** | | | | | |
| **1.1 Organisation of ‘bubbles’** | | | | | |
| **Unintended mixing between year groups will increase the risk of the virus spreading** | H | * There is full compliance with the 9 PHE system control measures set out in the latest government guidance. * Year groups have been grouped into 3 cohorts with a year group bubble in each cohort * School day and timetable has been adjusted to minimise movement around the school – x3 100 minute sessions per day for each year group * Outside Holding zones at transition points will help segregate year group bubbles as they move to their lesson. * All classes and students will be escorted by their teachers to their holding zone or session * Students will wear face coverings as they move through corridors and communal areas such as the canteen * Students observe hygiene guidance and wash hands on the entry and exit to every classroom. Hand sanitisers have been installed in every classroom * Timetable and arrangements for each cohort and year group avoid contact between cohorts when moving to their lessons / break or lunch time. * Staggered break times and lunch times for all cohorts. | YES | All eligible students will be encouraged to get fully vaccinated | M |
| **1.2 Organisation of teaching spaces** | | | | | |
| **Teaching pupils in full classes will increase the risk of the virus spreading** | H | * There is full compliance with the 9 PHE system control measures set out in the latest government guidance. * Students observe hygiene guidance and wash hands on entry and exit to every classroom. Hand sanitisers are placed in every classroom and in prominent places around the school so students can wash their hands frequently. * Good respiratory hygiene is ensured by promoting the ‘catch it, bin it, kill it’ approach. * Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place. * Contact between individuals is minimised and seating plans will be in place for every classroom * All students that are eligible to do so will wear face coverings in their sessions * Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible…. Staff will not wear face coverings when delivering their session when stood at the front of the classroom but will wear a face covering when they patrol and position | YES | * In ICT classrooms or rooms where sitting in rows is not possible a Perspex sheet will be installed which will protect those students who may sit face to face who are closer than 2 meters to each other. | M |
| **The use of shared spaces increases the risk of infection between year groups** | H | * Reduced the number of lessons per day to 3 to reduce the number of classrooms that are used * Students and staff must use the hand sanitisers on entry and exit to every classroom * Split breaks and lunches allow cohorts and year group bubbles to use the canteen separately. * All staff and students must wear a face covering on corridors and in communal areas such as the canteen. * Large and specialist spaces are cleaned and disinfected thoroughly before and after use. * Large gatherings such as assemblies will be reduced and only conducted within a year group bubble where necessary. Where possible assemblies will be delivered remotely. * Corridor Climate culture introduced * All students are escorted by teachers to their session, break and lunch | YES |  | M |
| **1.3 Staffing** | | | | | |
| **Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school** | M | * The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned on a daily basis * A strong uptake of full vaccination is in place and checks on staff who are fully vaccinated including the ‘booster jab’ will take place. * Regular advertisement and encouragement of vaccinations will be delivered by the school to support a strong uptake * TWICE weekly testing for all staff is in place. Staff must upload their results to the NHS website and the testregister website each week. Positive LFD results must gain a confirmatory PCR test. * The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work if and when this may be needed. * Risk assessments are undertaken at the request of staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity. * Dialogue is held with Professional Associations/Trade Unions on the school’s approach to staff returning to work. | YES |  | L |
| **1.5 Planning movement around the school** | | | | | |
| **Movement around the school risks contact between students** | H | * Timetabling avoids more than two cohorts in circulation at any one time and reduced movement * Students will be escorted to sessions / break and lunch by teachers at key times of the day * Students and staff will wear face coverings when moving on corridors and in communal areas * Pinch points and bottle necks are identified and managed accordingly. * Appropriate duty rota and levels of supervision are in place. | YES |  | M |
| **1.6 Curriculum organisation** | | | | | |
| **Having missed up to 5 months’ learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened** | L | * The school develops and implements a comprehensive ‘catch-up’ plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, and additional planned intervention programmes. * Gaps in learning will be assessed and addressed systematically in teachers’ planning. * Home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified. * Middle leaders will ensure that exam syllabi are covered. | YES |  | L |
| **Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection** | H | * Learning activities for which there is a greater risk of infection are identified and relevant staff informed. * Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. * Enrichment activities are reviewed and revised accordingly | YES |  | L |
| **The resumption of non-overnight school visits poses risks to infection control** | H | * All school visits are considered on a case by case basis. * A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. | YES |  | L |
| **1.7 Staff workspaces** | | | | | |
| **Staff rooms and offices do not allow for observation of social distancing guidelines** | M | * Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place * Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. |  |  | L |
| **1.8 Managing the school lifecycle** | | | | | |
| **Limited progress with the school’s 2021-22 calendar and workplan because of COVID-19 measures** | M | * School calendar for 2021-22 finalised within the context of the latest guidance and taking into account the local context at any time of the year * Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. * Staff recruitment for September 2022 to be completed as normal | YES |  | L |
| **Pupils moving on to the next phase in their education do not feel prepared for the transition** | L | * A plan has been put in place for the DEEP support team to speak with students and their parents about the next stage in their education and resolve any issues. * There is regular and effective liaison with the destination institutions (e.g post-16 providers, apprenticeship providers) to assist with pupils’ transition. * Regular communications with the parents of incoming pupils are in place, including a dedicated webpage. * Parent Portal has been established to provide video guidance and all essential documentation so parents of incoming students are clear on any return to school plan and induction procedures * Virtual tours of the school will be available for parents and pupils as part of our Virtual ‘open weeks’ if needed | YES |  | L |
| **1.9 Governance and policy** | | | | | |
| **Trustees are not fully informed or involved in making key decisions about reopening** | M | * Online meetings are held regularly with the Trust board. * The Trust are involved in key decisions on reopening. * The Trust is briefed regularly on the latest government guidance and its implications for the school and the Chair of the Trust is kept fully informed. | YES |  | L |
| **1.10 Policy review** | | | | | |
| **Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances** | M | * All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policy on attendance. * Staff, students, parents and Trustees have been briefed accordingly. |  |  | L |
| **1.11 Communication strategy** | | | | | |
| **Key stakeholders are not fully informed about the plans for reopening and their implications** | M | * Communications strategies for the following groups are in place: * Staff * Students * Parents * Trustees * Local authority * DfE / Regional Schools Commissioner * Professional associations * Other partners | YES | * The implementation of our new website and Parent and Student Portal have greatly enhanced the speed with which we communicate. | L |
| **An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements** | M | * Contingency plans are in place, including arrangements for remote learning, pastoral care and safeguarding. * A communication strategy for students, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. * Contact records for students, parents and staff are kept up to date. | YES |  | L |
| **1.12 Pupil attendance** | | | | | |
| **Pupil attendance is lower than expected due to parental concerns about pupils’ safety from infection** | M | * Communications with parents reassure them about the safety of full reopening under the latest government guidance. * A school wide attendance strategy is in place and will be enhanced in January 2022 * Dialogue is held with parents who have concerns. | YES |  | L |
| **1.13 Staff induction and CPD** | | | | | |
| **Staff are not trained in new procedures, leading to risks to health** | H | * An induction will allow staff to be trained but most importantly deliberately practice new routines and structures * Induction and CPD programmes are in operation for all staff prior to reopening, and include: * The 9 PHE system control measures set out in the latest government guidance * Organisational arrangements (i.e. new school day and timetable, cohorts , year groups operating as ‘bubbles’) * Infection control * Fire safety and evacuation procedures * Positive behaviour management * Safeguarding * Risk management |  |  | L |
| **New staff are not aware of policies and procedures prior to starting at the school when it reopens** | H | * Induction programmes are in place for all new staff – either online or in-school – prior to them starting. |  |  | L |
| **1.14 Free school meals** | | | | | |
| **Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period** | M | * A member of the school’s Leadership and admin team are tasked with ensuring that the list of students eligible for free school meals is accurate and up to date and that students receive free meals when in school. * FSM students will also receive a free breakfast served from 8am each day |  |  | L |
| **1.15 Risk assessments** | | | | | |
| **Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.** | H | * Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: * When pupils enter and leave school * During movement around school * During break and lunch times * Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used * School trips and visits * Key areas and communal areas of the school (i.e. toilets) | YES |  | L |
| **1.16 School transport** | | | | | |
| **Conditions and arrangements on dedicated school transport pose risks to infection control** | H | Agree with the operators of dedicated school transport the following measures where possible:   * organised queuing and boarding where possible * the use of face coverings for children over the age of 11 * We will encourage all students to walk or cycle to school where possible | YES | * Students must wear a face covering on the bus * Bus company legally classifies the school bus as a ‘Public bus’ so students will need to wear face coverings and socially distance where possible. | M |
| **Changes to public bus schedules as a result of COVID-19 adversely affect pupils’ attendance and punctuality** | M | * The details of how pupils will travel to and from school are known prior to opening. * Dialogue is held with parents about alternative ways of travelling to and from school, including cycling and walking. * Effective liaison with bus companies is used as a basis for planning staggered start and departure times. * Holding zones established outside at the front of school established for early arrivals | YES |  | L |
| **1.17 Responding to cases of COVID-19 and local lockdowns** | | | | | |
| **The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff** | H | * There is full compliance with the 9 PHE system control measures set out in the latest government guidance. * The local health protection team is contacted immediately for advice * The school engages swiftly with NHS Test and Trace if cases are suspected. * All close contacts of a confirmed positive case where possible will be informed by the school at the earliest opportunity to support the national test and trace system. Parents and carers of close contacts will be asked and reminded to test more frequently over the next 7 days * Seating plans for all classes in all year groups are in place and are monitored centrally * Appropriate action is taken once advised by the local health protection team – this may mean that close contacts who have been in close contact with the person concerned may have to test daily for 7 days. * Arrangements are in place for home and remote learning for pupils who are required to self-isolate due to a positive test result | YES | * Student timetables are uploaded onto Parent Portal ready to be used for remote learning. * Text messaging and Parent Portal will be used to inform parents and carers if their child is a close contact * Webpage guidance has been established to support parents and carers to obtain LFD test kits | L |
| **The school is unprepared for a local lockdown should the rate of infection rise in the area** | H | * There is full compliance with the 9 PHE system control measures set out in the latest government guidance. * A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. * There is regular liaison with the local health protection team. * Systems put in place during the school closure period (e.g. remote learning, pastoral systems, safeguarding systems) are ready to be reactivated. * Lessons learnt during the school closure period are applied to the contingency plan. | YES | * Remote learning plan is available on the website for all parents, students and staff. * Subject leaders will adapt Lockdown remote learning plans to suit their subject | L |
| **2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19** | | | | | |
| **2.1 Public Health England system control measures** | | | | | |
| **The 9 PHE system of control measures are not adhered to…** | H | * Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: * **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school and obtain a confirmatory PCR test as soon as possible.**   The information below is included on the school’s website. This information is issued at staff and pupil briefings and in letters home to parents:   * Anyone with symptoms must remain at home and book a PCR test * Any student or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. * A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. * If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. * Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person withsymptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. * Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).   In addition:   * All staff will be trained on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. This will be completed as part of the INSET days. * Infection control training will be organised for any new staff throughout the year   **Face Coverings**   * Current government guidance regarding the wearing of face masks is followed. * All adults wear a mask or face covering in communal areas (such as corridors and halls) . * Pupils in all secondary schools wear a face covering in communal areas and in their sessions * Face coverings are worn by adults and pupils when travelling on school buses and public transport. * **Clean hands thoroughly more often than usual** * Handwashing / sanitising is scheduled into the school day. It takes place when students and staff enter and exit the classroom, when students, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. * visual reminders are placed across the school to remind students staff and visitors of good hand hygiene procedures * Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school at all times. * **Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach** * Posters are downloaded/made/bought that remind students and staff about the approach and the importance of handwashing and displayed around the school, particularly by washbasins/ toilets and at entry/exit points. * The location of bins around the school is checked on, and more are ordered if necessary. * A schedule for bins to be emptied / disinfected is in place and is adhered to. * **Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach** * The school’s business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus. * The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. * Stock checks and stock control are maintained. * **Minimise contact between individuals and maintain social distancing wherever possible** * Students are organised in cohorts and into year group bubbles. This will involve staggered break times, staggered lunch times. * Movement around the school by students is minimised via the new school day and timetable. * When movement does occur outside of the classroom staff and students must wear a face covering and at key parts of the day students will be escorted. * Transition breaks and holding zones will be used to manage Year group bubbles as they move to their sessions/lunch/break. * The movement of staff between bubbles and around school during the day is minimised. All sessions are 100mins with only 3 sessions per day. * Arrangements are in place to avoid using mobile phones and to avoid queues forming if students need to collect them from a central point. There will be a mobile phone free policy implemented. A system is in place to swiftly confiscate and collect mobiles should this policy be breached. Staff will need to wash their hands using the nearest hand sanitiser (one in every classroom) if they touch a mobile phone. * **Where necessary, wear appropriate personal protective equipment (PPE)** * **The school continues to maintain and monitor stocks of PPE and has access to supplier lists.** * Staff are supplied with PPE when supervising a student who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. * Gloves and aprons are provided for cleaning staff. * Face coverings (including a visor) are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. * Stocks of PPE are regularly monitored and replenished * **Engage with the NHS Test and Trace process** * School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. * Staff induction for return to school includes information about the NHS Test and Trace process. * **Manage confirmed cases of coronavirus (COVID-19) amongst the school community** * Contact details for local Public Health England team and local authority health and safety team are readily to hand. * A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. * Spreadsheet linked to the timetable taking into account seating plans and attendance of students and staff is established to monitor and quickly identify individuals who have been in close contact with infected cases. * A spreadsheet is maintained to record all staff and students who are self-isolating who have tested positive. These spreadsheets are kept up to date and are in line with the Bolton PHT guidance * Use is made of any template letters provided by Public Health England / local authority as directed locally. * **Contain any outbreak by following local health protection team advice** * Advice provided by the local health protection team is acted on immediately. * Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. | YES | * Parent portal will support this process with video guidance, letters and notices/updates. | M |
| **2.2 Cleaning** | | | | | |
| **Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required** | H | * A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. * An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. * Working hours for cleaning staff are increased. | YES |  | L |
| **2.3 Hygiene and handwashing** | | | | | |
| **Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency** | H | * An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. * Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. | YES |  | L |
| **Pupils forget to wash their hands regularly and frequently** | H | * Staff training includes the need to remind students of the need to wash their hands regularly and frequently * Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. * School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. | YES |  | L |
| **2.4 Clothing/fabric** | | | | | |
| **Not wearing clean clothes each day may increase the risk of the virus spreading** | M | * Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. * Expectations and guidance are communicated to parents. | YES | * Normal uniform expectations in line with the guidance issued in the return to school plan | L |
| **The use of fabric chairs may increase the risk of the virus spreading** | M | * Fabric chairs are taken out of use where possible. * Where that is not possible, chairs are limited to single person use. | YES |  | L |
| **2.5 Testing and managing symptoms** | | | | | |
| **NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing** | H | * Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. * Staff, parents and students are clear that they should [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. * Staff, parents and students are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. * Staff, parents and students are clear that they should test everyday for 7 days using an LFD test kit if they are a close contact of a positive case and have been informed by NHS test and Trace to do so * Post-testing support is available for staff through the school’s health provider. | YES | * Details on this has been communicated vis the Return to School webpage * Further guidance will be issued on the Parent Portal if needed | L |
| **Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms** | H | * Robust collection and monitoring of absence data, including tracking return to school dates, is in place. * Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and students and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. * Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply in line with the most recent government guidance. * A record of any COVID-19 symptoms in staff or students is reported to the trust or local authority. | YES |  | L |
| **Staff, pupils and parents are not aware of the school’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19** | H | * Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. * This guidance has been explained to staff and students as part of the induction process. * Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | YES |  | L |
| **Staff, pupils and parents are not aware of the school’s procedures should there be a confirmed case of COVID-19 in the school** | H | * Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. * This guidance has been explained to staff and students as part of the induction process. * Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | YES |  | L |
| **2.6 First Aid/Designated Safeguarding Leads** | | | | | |
| **The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children’s safety at risk** | H | * First Aid certificates extended for three months. * A programme for training additional staff is in place. | YES |  | L |
| **2.7 Medical rooms** | | | | | |
| **Medical rooms are not adequately equipped or configured to maintain infection control** | H | Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.   * Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. | YES |  | M |
| **2.8 Communication with parents** | | | | | |
| **Parents and carers are not fully informed of the health and safety requirements for the reopening of the school** | M | * As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school’s expectations on a regular basis using a range of communication tools. * A specific communication on the requirements for school attendance from September / January is issued and followed up with discussion where necessary. * COVID-19 relevant sections on the school website have been created and updated. | YES |  | L |
| **Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19** | H | * Key messages in line with government guidance are reinforced on a regular basis via email, text and the school’s website. | YES |  | M |
| **2.9 Personal Protective Equipment (PPE)** | | | | | |
| **Provision of PPE for staff where required is not in line with government guidelines** | H | * Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. | YES |  | L |
| **3. Adopting the new organisational model of cohorts in January 2022** | | | | | |
| **3.4 Shared spaces** | | | | | |
| **The use of shared spaces (e.g. hall, dining room) risks increasing the spread of the virus** | H | * The assembly hall shared space will only ever be used by one year group at a time and will be cleaned after use. Assemblies will be kept to a minimum and only used if and when necessary. | YES | * Once students have finished eating in the canteen they will move to their designated Year group area outside. Students will wear face coverings as they do this. | M |
| **3.5** **Isolation room, withdrawal of pupils to small groups and detentions** | | | | | |
| **The use of spaces for inclusion/withdrawal of pupils/ detentions risks the spread of infection** | H | * Detentions will be completed in cohorts i.e. Y7/8 , Y9,10 and Y11 * Spaces are cleaned after use. | YES |  | L |
| **3.6 Movement in corridors** | | | | | |
| **Large groups of students moving to their sessions increases the risk of the spread of infection** | M | * Sessions are timetabled to avoid different cohorts coming in to contact with each other. * All students and staff will wear face coverings on corridors * Students will be escorted to sessions, break and lunch by teachers * Any pinch points/bottle necks are identified and managed accordingly. * Appropriate supervision levels are in place. | YES |  | L |
| **3.7 Break times** | | | | | |
| **Large groups of students may mix at break times** | M | * Break times are staggered. * Students are kept within their assigned ‘bubbles’ in their dedicated areas during social times. * External areas are designated for different groups. * Students are reminded about staying in their assigned ‘bubbles’ as break times begin. * Appropriate signage is in place around the school and in key areas. * Supervision levels have been enhanced. | YES |  | L |
| **3.8 Lunch times** | | | | | |
| **Year groups may mix at lunch times** | M | * Lunch times are staggered. * Students are reminded about staying in their assigned bubbles as lunch times begin. * Students must wear face covering in the canteen. They can remove them when eating but must put them back on once they have finished * Students will only enter the canteen one year group bubble at a time * Students wash their hands before and after eating. * Dining areas are cleaned before and after each cohort has used them. * Tables and chairs have been cordoned off where necessary. * Floor markings are used to manage queues and enable social distancing. * Students eat lunch with others in their bubble. But will share the dining room socially distant from students in their cohort when they transition to and from the canteen. This will help reduce mixing when Year group bubbles arrive and depart the canteen. * Extra staff will be on duty to ensure once students have finished eating they place their face coverings on and move to their designated Year group bubble area outside | YES | * There may be some mixing of year group bubbles as students enter and leave the canteen area. Year group bubbles will be given separate eating zones within the canteen which will be socially distanced. | L |
| **3.9 Toilets** | | | | | |
| **Queues for toilets and large gatherings while students wait for the toilet risks increasing the spread of the virus** | M | * Toilets are supervised and crowds are dispersed * Split beaks and lunches reduces the number of students using the toilets at Breaks and lunch times * The toilets are cleaned frequently. * Monitoring ensures a constant supply of soap, paper towels and hand sanitiser. * Bins are emptied regularly. * Students are reminded regularly on how to wash hands. | YES |  | L |
| **3.10 Medical Rooms** | | | | | |
| **The configuration of medical rooms may compromise social distancing measures** | H | * Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. * Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. | YES |  | L |
| **3.11 Reception area** | | | | | |
| **Groups of people gather in reception (parents, visitors, deliveries) which risks the spread of infection** | H | * No parents are allowed on site without first making an appointment. Parents will only be seen for face to face meetings if it is essential and the meeting cannot be conducted remotely * All visitors to the school must show evidence of a negative LFD test before they are allowed on site * Non-essential deliveries and visitors to school are minimised. | YES |  | L |
| **3.12 Arrival and departure from school** | | | | | |
| **Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different year groups mixing** | H | * Class teachers will escort their class off the school premises at their designated staggered departure time * Parents will not allowed on the school site at the start or the end of the day | YES |  | L |
| **3.13 Transport** | | | | | |
| **The use of designated school transport and public transport by pupils poses risks in terms of social distancing** | H | * Agreement has been reached with companies operating designated school transport on the optimum arrangements possible to minimise the risk of spreading the virus. * Revised guidance is in place for pupils and parents on the new arrangements for pupils travelling on designated school transport, including advice on the use of face coverings * Discussions have been held with the relevant public transport authority, with the local authority and with bus companies on whether journey times can be staggered to avoid peak times. * Other ways for pupils to travel to and from school, such as walking and cycling, have been explored with parents. | YES |  | M |
| **4. Continuing enhanced protection for children and staff with underlying health conditions** | | | | | |
| **4.1 Pupils with underlying health issues** | | | | | |
| **Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so** | M | * Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. * Parents have been asked to make the school aware of pupils’ underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. * The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. * The register of students with underlying health conditions is regularly updated. | YES |  | L |
| **4.2 Staff with underlying health issues** | | | | | |
| **Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so** | M | * Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. * All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. * Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. * Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. * Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. * Current government guidance is being applied. | YES |  | L |
| **5. Enhancing mental health support for pupils and staff** | | | | | |
| **5.1 Mental health concerns – pupils** | | | | | |
| **Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general** | M | * There are sufficient numbers of trained staff available to support students’ with mental health issues. * There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. * Wellbeing/mental health is discussed regularly in LIFE / PREP time briefings. * Resources/websites to support the mental health of students are provided. | YES |  | L |
| **5.2 Mental health concerns – staff** | | | | | |
| **The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general** | M | * Staff are encouraged to focus on their wellbeing. * Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. * Staff briefings and training have included content on wellbeing. * Staff have been signposted to useful websites and resources. * Wellbeing credits and the normal wellbeing procedures will be in place | YES |  | L |
| **5.3 Bereavement support** | | | | | |
| **Pupils and staff are grieving because of loss of friends or family** | M | * The school has access to trained staff who can deliver bereavement counselling and support. * Support is requested from other organisations when necessary. | YES |  | L |
| **6. Operational issues** | | | | | |
| **6.1 Review of fire procedures** | | | | | |
| **Fire procedures are not appropriate to cover new arrangements** | H | * Fire procedures have been reviewed and revised where required, due to: * Students operating in cohorts * Staff and students have been briefed on any new evacuation procedures. * Incident controller and fire marshals have been trained and briefed appropriately. |  |  | L |
| **Fire evacuation drills - unable to apply social distancing effectively between discrete year group ‘bubbles’** | H | * Plans for fire evacuation drills are in place which take account of the new arrangements |  |  | M |
| **6.2 Managing premises on reopening after lengthy closure** | | | | | |
| **All systems may not be operational** | H | * Government guidance is being implemented where appropriate. * All systems have been recommissioned. |  |  | L |
| **Statutory compliance has not been completed due to the availability of contractors during lockdown** | H | * All statutory compliance is up to date. * Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. |  |  | L |
| **6.3 Contractors working on the school site** | | | | | |
| **Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control** | H | * Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. * An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.   Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.  All visitors to the school must show evidence of a negative LFD test before they are allowed on site.   * Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. * In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). |  |  | L |
| **7. Finance** | | | | | |
| **7.1 Costs of the school’s response to COVID-19** | | | | | |
| **The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties** | M | * Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. * Trust finance team has been consulted to identify potential savings and strategies in order to work towards a balanced budget. * Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. * Additional sources of income are under exploration. * The school’s projected financial position has been shared with the Trust. |  |  | L |
| **8. Governance** | | | | | |
| **8.1 Oversight of the governing body** | | | | | |
| **Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.** | H | * The Trust continues to meet regularly via online platforms. * The Trust agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. * The Principal’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. * Regular dialogue with the Chair of the Trust and those trustees with designated responsibilities is in place. * Minutes of trustees meetings are reviewed to ensure that they accurately record trustees’ oversight and holding leaders to account for areas of statutory responsibility. |  |  | L |
| **9. Additional site-specific issues and risks** | | | | | |
| **Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them** | | | | | |
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