

Appendix A

COVID19: Re-opening Risk Assessment and Action Plan

TRUST: Mulberry Academy Shoreditch

OWNER: Mulberry Academy Shoreditch

DATE: 1/6/2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

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

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- Health and safety at work act (1974)
- Management of Health and Safety at Work Regulations 1999
- PPE at work regulations 1992
- Workplace (health, safety and welfare) regulations 1992
- Control of Substances Hazardous to Health Regulations 2002

Steps of Re-opening Preparation:



Introduction

This document has been developed using guidance from various LA, including Tower Hamlets, DFE guidance, CST guidance and joint union representation. It starts by considering SAGE modelling. The hierarchy of controls we are asked to factor into our planning to help prevent the spread of COVID-19 are set out below.

- *Controlling the transmission of the disease*: minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- *Management and control through personal hygiene*: cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- *Ensuring good respiratory hygiene*: promoting the 'catch it, bin it, kill it' approach
- *Enhanced cleaning regimes*: cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- *Minimising contact and mixing*: altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered breaktimes).

Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities 4

Emergency Evacuations..... 9

Cleaning and waste disposal/ hygiene 10

Classrooms 15

Staffing 19

Group Sizes 29

Social Distancing 31

Catering 35

PPE..... 36

Response to suspected/ confirmed case of COVID19 in school 37

Pupil Re-orientation 38

Partial Re-opening 41

Transition into new year group 41

Safeguarding 42

Curriculum / learning environment..... 44

CYP with SEND 45

Attendance 45

Communication..... 46

Governors/ Governance..... 47

School events, including trips..... 47

Finance 48

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements • Review site security 	The school is unable to open	M	<ul style="list-style-type: none"> • Review statutory guidance. • Site and every room requires deep cleaning using COVID-19 non-healthcare settings guidance. • Checklist to ensure that everything has been checked prior to the school opening. • Increased cleaning regime. (Evidence to be provided by the premises team of daily rota's) 	1 st June 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Office spaces re-designed to allow office-based staff to work safely.	Some smaller offices cannot be ventilated and should not be used	M	<ul style="list-style-type: none"> The following will be done in two stages: Stage 1 – partial opening from June 2020, where all office spaces on the ground floor will be re-designed Use of offices and departmental offices to be reviewed to ensure that staff can work safely. Office staff desks – every other desk occupied. Identification of all offices spaces and appropriate arrangements to be made. Deep cleaning of all office spaces. Non-essential and personal items to be removed. Signage to be put up on all office doors. Record of office spaces and which staff are using them to be completed and to be given to HR and the Office Updated telephone list to be put into place. 	<p>12th June 2020</p> <p>Stage 2 September 2020</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<ul style="list-style-type: none"> Rotas of staff will be divided into teams to allow for social distancing and no staff will be facing each other as the use of offices will be limited. <p>This will be reviewed prior to Stage 2 (September 2020)</p> <ul style="list-style-type: none"> Review use of IT equipment 	June 12th 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing to be in place.</p> <p>Reduce maximum lift capacity to one person.</p>		M	<ul style="list-style-type: none"> Stage 1 - 2-meter markers are present on floors. One way system in place to enter and exit the school. Signage in place. Students will enter from the front of the school and leave through the back of the school. Both the front and the back of the school, as well as The Street will be staffed and supervised at all times. Front desks will be arranged at the top and bottom of the street to direct students to the appropriate classrooms. Notice to be put on the lift to say that only one person may use the lift at a given time. If necessary, remove the use of the lift for a temporary period of time. 	12 th June 2020	L
	<p>Consideration given to premises lettings and approach in place.</p>	<p>Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.</p>	M	<p>No lettings for the remainder of school year, if possible. (to be negotiated and kept under review)</p>	June 1 st 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Consideration given to the arrangements for any deliveries.		L	<ul style="list-style-type: none"> • Contactless deliveries are in place. Staff should wash hands after any handling. • All deliveries to take place when there are no students or staff in the building 	1st June 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – staff are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Make clear that in any emergency staff do not need to stay 2 metres apart, e.g. terrorist attack, fire or explosion and large numbers may need to move fast to evacuate.</p>	<p>Current evacuation routes could cause multiple groups of people to come into contact. However, the schools have limited numbers of pupils on site at any one time.</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	M	<ul style="list-style-type: none"> • Stage 1 Revised evacuation procedure to be shared with all staff and students. • Stage 2 – This will be reviewed and shared with staff and students • Fire drill. Arrangements for a Fire Drill to be shared with all staff and students. Re-assessment of Fire Marshalls and updated posters to be put up around the school taking into account and staff who may be working from home • Risk assessment for vulnerable children/those with mobility issues to be updated and shared with staff • Updated list with arrangements to be shared with staff and the office team • Information to be shared with the Inclusion team, TA's and other key members of staff. • Buddy System to be updated and shared with staff. 	<p>Stage 1 – 14th June 2020</p> <p>Stage 2 – September 2020</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Cleaning and waste disposal/ hygiene</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.</p>	<p>Low supplies of sanitiser or soap Lack of tissues in classroom</p>	<p>M</p>	<ul style="list-style-type: none"> Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly and including toilets. Hand towels and hand wash are to be checked and replaced as needed, no multi use hand towels in use Areas to be checked before school, before break and lunch and after school Daily record of visits to be noted and recorded 		<p>L</p>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime and staff appropriately protected.	Cleaning staff attendance low	M	<ul style="list-style-type: none"> Review arrangements for cleaning in line with guidance. Wear gloves, apron, wash hands, surgical masks if splashing lightly, dispose of cloths/mop heads. Meeting with the external contractors to double check arrangements Ensure there are the appropriate cleaning items in the school Meet the cleaning team to clarify arrangements Spot check the correct arrangements are in place Review the number of cleaners who are in the school when there are students present 	1 th June 2020	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>		M	<ul style="list-style-type: none"> • Hand sanitiser available at the school entrances and exit points and each corridor in use and in The Street. • Lidded bins in classrooms and offices. • All bins to be emptied daily • Disposable tissues in each classroom, the library, LRC and the Inclusion area to implement the 'catch it, bin it, kill it' approach. • All staff to be asked to tidy their classrooms so that adequate cleaning can take place daily. • All staff asked to remove personal items and any non-essential items. • Stock check and ordering schedule reviewed and order made. To be review daily • Staff to be encouraged to bring their own supply of hand sanitiser, disinfectant wipes and tissues which can be replenished. • To be explained to staff in Health and Safety briefing <p>Stage 1 – Only ground floor areas of the school and Stage 2 – the rest of the school.</p>	12 th June 2020	L
--	--	--	---	---	----------------------------	---

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<ul style="list-style-type: none"> Stage 1 - All staff must leave the site by 2pm in order for cleaning to be undertaken. Timings to be reviewed The timings of the school day will be reviewed in Stage 2 so that adequate cleaning can take place. 		L
	Waste disposal process in place for potentially contaminated waste.		M	<ul style="list-style-type: none"> Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. Area to be used in the playground at the end of the street. Table tennis equipment to be taken out Area to be locked Waste collections made when the minimum number of persons are on site (ideally after school) but if this is not possible when there are no students and staff in the area. Back exit of the school to be used. 	1 st June 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Encourage good personal hygiene	Lack of facilities. Increase hand washing facilities as well as keeping social distancing.		<ul style="list-style-type: none"> • Frequent handwashing for 20 seconds, dry thoroughly with paper towel. • Clean hands on arrival, before or after eating and if sneezing or coughing. Encourage not to touch eyes, mouth or nose. Use tissue for coughing/sneezing – catch it, bin it, kill it. • Notices to be put around the school and at reception and at the exit of the school. • During Stage 1 – Students will be reminded by staff in the class bases. • During Stage 2 -briefings to take place with staff and students so that all students are aware. 		L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Classrooms	<p>The number of staff and CYP (children and young person) that can use each room at any one time has been determined according to the physical capacity of the school site.</p> <p>NB: up to 15 per group.</p>	Risk if not enough staff are in- therefore pupil numbers to be reviewed.	M	<ul style="list-style-type: none"> Measure classrooms and other available rooms to assess capacity for staff and pupils: Mulberry Academy Shoreditch will have list of classrooms and maximum capacity of desks that the classroom can accommodate taking into consideration to the two-distance rule Stage 1 – Ground floor areas Stage 2 – All other areas in the school Senior Leadership Team to meet with the premises team to walk through the school site ensuring that all classrooms/learning areas have the correct spacing between desks Review inclusion area – removing desks if necessary. Divide/mark corridor space one way travel routes 	Stage 1 – 12 ^h June 2020 Stage 2 – September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Classrooms have been rearranged to allow as much space between individuals as practical.</p> <p>Excess furniture removed.</p> <p>Keep room ventilated by opening windows.</p> <p>Utilise large spaces where possible and appropriate and consider opportunities for outdoor learning.</p>		M	<ul style="list-style-type: none"> Stage 1 - Furniture rearranged to comply with 2 m social distancing. Other areas of the school are zoned off. Stairs to be zoned off so that students in Stage 1 Inventory about which spaces in the school are being used in Stage 1 Staff to remove all non-essential items from their classrooms in use Staff to be briefed in staff through the Health and Safety briefing Students should be briefed through assemblies 	Stage 1 – 12 ^h June 2020 Stage 2 – September 2020	L
	<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>		M	<p>Stage 1 -Only the ground floor classrooms will be used</p> <p>Stage 2 – September 2020</p> <p>Signage to be in place before students return week beginning the 14th June 2020</p>	Stage 1 – 12 ^h June 2020 Stage 2 – September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p><i>NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</i></p>	Lack of cleaning wipes	L	<ul style="list-style-type: none"> • Stage 1 – Arrangements made for the ground floor. • Any shared surfaces to be disinfected if touched. • PC equipment, mouse, buttons, switches all regularly cleaned. • Classrooms to be furnished with disinfectant wipes. • Inventory of computers area and computers to be taken. If staff or students use a computer, they will only use once computer and the computer should be wiped down afterwards • Students will be distanced from one other if using a computer • Stage 2 – Arrangements to be reviewed. • Staff briefing on Health and Safety in the classroom. • Student briefing by teachers teaching in those areas. • Purchase of additional cleaning wipes 	<p>Stage 1 – 12^h June 2020</p> <p>Stage 2 – September 2020</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Resources which are not easily washable or wipeable have been removed.		M			L
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.		L	<ul style="list-style-type: none"> Stage 1 – information displayed on the ground floor and classrooms Stage 2 – Information and posters displayed around the school. 	Stage 1 – 12th June 2020 Stage 2 – September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Staffing	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.	Absence of either Head or Deputy Head, or enough first aiders, or DSL. Therefore to be reviewed each day and sent to staff daily	H	<ul style="list-style-type: none"> Stage 1 - Staff audit re available to work on-site from 1st June. (see HR procedures) HR to compile a list of staff who have volunteered to come into the school during this term HR to edit skill set of staff who are in volunteered to be in school for this term Names of first aiders, DSL, Office lead, person in charge emailed out daily. Posters with telephone numbers to be produced and circulated around the school with key personnel Stage 2 – All arrangements to be reviewed. 	12 th June 2020	M
	Including at least one of the following: <ul style="list-style-type: none"> First aider Designated Safeguarding Lead (DSL) SENCO Caretaker/site member Office staff member Headteacher or Deputy 		H			L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approach to staff absence reporting and recording in place. All staff aware.		L	<ul style="list-style-type: none"> Stage 1 – Staff have volunteered to be in school for this term and if necessary the Senior Leadership Team will cover staff if any staff do not attend school. Stage 2 -HR to clarify arrangements for daily contact and cover arrangements from September 2020 	Stage 1 June 2020 Stage 2 September 2020	
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>			<ul style="list-style-type: none"> RH will ensure clarity and work with HR on this. An audit of all staff able to return will be carried out. An audit will be carried out re staff who have said that they cannot return to school Staff not in school will continue to support students via google classroom See additional guidance in the report issued by MST's Director of HR. <p>These arrangements will be reviewed by RH and HR and prior to Stage 2 of the school opening.</p>	Stage 1 – June 1 st 2020- Stage 2 – September 2020.	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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.	If lack of staff, schools will need to review and could potentially partially close or fully close.	L M	<ul style="list-style-type: none"> Stage 1 – N/A or if necessary members of the SLT will cover Stage 2 – SK/TS to review the arrangements for daily and if necessary weekly cover 	Stage 1- June 1 st 2020 Stage 2 – September 2020	L
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).		N/A	<ul style="list-style-type: none"> Staff have been informed that they can wear clothes that do not have to be formal attire. From September, guidance will be issued to all staff as part of re- induction training. 	7 th June 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approaches for meetings and staff training in place.	Face to face meetings are preferable, particularly safeguarding, centre assessed grades, etc.	M	<ul style="list-style-type: none"> Stage 1 – meetings are currently taking place using Zoom and will continue to do so. If face to face meetings, take place in school, they will be socially distanced and take place in The Street. The arrangements will be reviewed in Stage 2 From September, the meeting cycle will be reviewed. The calendar of meetings for the half term published and issued to staff. No meetings that cannot guarantee social distancing will take place and if necessary will take place using Zoom. 	Stage 1 – June 2020 Stage 2 – September 2020	L
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.			<ul style="list-style-type: none"> Stage 1 – Staff will continue to use google classroom to support students. From September, these roles will be reviewed. 	Stage 1 – June 1 st 2020 Stage 2 – September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>			<ul style="list-style-type: none"> Stage 2 -Staff carrying out new roles will receive appropriate training. HR to lead on this 	Stage 2 – September 2020	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 are aware of available the support and advice available from the Mulberry Academy Shoreditch using the EAP service Emails have been sent to staff with these details and key contacts The leave/Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements. Reduce anxiety of staff or pupils through increasing staff communications. Use of google classroom with resources to support students' well-being. 	Stage 1 – June 1 st 2020 Stage 2 – September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Government plans from 1st June on test, contact and trace mechanisms will be implemented.</p>		M	<ul style="list-style-type: none"> HR has sent staff guidance on how to get tested and are clear on the requirement to report symptoms and to self-isolate. 		L
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>		M	<ul style="list-style-type: none"> Stage 1 - Angela Wallace will arrange a Zoom meeting with new starters before the end of term Stage 2 – All new starters will be inducted in September as part of the school’s opening for all staff 	July 2020	L
	<p>Return to school procedures are clear for all staff.</p>		M	<ul style="list-style-type: none"> Stage 1 – Staff who are in school will receive an updated health and safety briefing Stage 2 In September, all staff will receive a re-induction, training, readjustment and support. 	<p>Stage 1 – June 12th 2020</p> <p>Stage 2 – September 2020</p>	L
	<p>Arrangements to return any furloughed staff in place.</p>			<ul style="list-style-type: none"> N/A 		
	<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>		L	<ul style="list-style-type: none"> HR in discussion with the Principal 	July 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		L	Actions resolved by HR	July 2020	L

	<p>Arrangements in place for any visitors/contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		M	<ul style="list-style-type: none"> • Check with the contractor any requirements their employer has specified before visit. Share school protocols. Do not bring visitors into the workplace if possible. • Stage 1 – there will be no additional visitors invited into the school and any contractors working in the school will be in the school where there are no staff or students present. • Stage 1 – if visitors arrive at the school uninvited, they will be asked to wait outside to ensure social distancing. A member of staff will meet them outside • There will be clear notices on the doors at the front of the street explaining to visitors that they must wait outside • Visitors will be advised they must make an appointment to visit the school or that a member of staff from the school will call them back. Unannounced visitors will not be permitted and asked to make an appointment. If parents arrive at the school, they will also be asked to wait outside so that social 	<p>Stage 1 – June 2020 Stage 2 – September 2020</p>	L
--	---	--	---	---	---	---

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>distancing measures can be maintained. There will be no shared signing in equipment in reception, no handshaking.</p> <ul style="list-style-type: none"> The arrangements will be reviewed in Stage 2 		
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, mentors. Protocols and expectations shared. If possible cancel these sessions.</p>		M	<ul style="list-style-type: none"> Stage 1 – there will be no externally employed adults in the school. The only members of staff who will in the school are member of staff who are employed by the school as teachers or support staff. These members of staff will be on a register that HR holds Stage 2 – the procedures will be reviewed as to who will be invited into the school. If the school chooses to invite in any externally employed adults, they will maintain social distancing at all times and all equipment will be stringently cleaned. There will be a clear set of protocols in place and guidance given to any external visitors/adults offering additional learning activities. 	<p>Stage 1 – June 2020 Stage 2 – September 2020</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>This risk assessment covers all staff. However, a risk mitigation plan should be developed for all BAME staff over 50, as well as any BAME member of staff who would like an individualised risk assessment.</p> <p>An open and collaborative discussion should take place between staff member and either the HR department or a member of the Senior Leadership Team.</p>		M	<ul style="list-style-type: none"> The risk assessment form produced by the Mulberry Trust will be used as a guide for these discussions and to create a bespoke RA for each member of staff who would like a risk assessment. These meetings will either be conducted over the phone by the HR department or in school or a member of the Senior Leadership Team. 		L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Group Sizes	<p>Class groups have been determined on the basis of small, consistent groups of CYP, that can remain separate from other people and groups.</p> <p>NB: Up to 15 pupils in any one group.</p>		M	<ul style="list-style-type: none"> Stage 1 -Students and staff will be arranged in teams who work and learn together, with minimal movement and in a consistent group. During stage 1, these will be in group of no more than 12 students. Arrangements have been made for the same teacher to be with the same group of students. These students will register at reception and will be divided in groups prior to returning to school. Stage 2 -These arrangements will be reviewed taking into consideration any new guidance 	<p>Stage 1 – June 2020</p> <p>Stage 2 – September 2020</p>	L
	<p>Vulnerable and critical worker group sizes determined.</p> <p>NB: with peers where possible.</p>		M	<ul style="list-style-type: none"> Stage 1 – the number of students in these groups will be determined when the exact numbers are known but will be no more than 12. Consideration will also be taken into account if any teaching assistants are working with students on a one to one basis. 	Stage 1 – June 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	Checked and reviewed daily to ensure 1:15 ratio at all times, and social distancing	M	<ul style="list-style-type: none"> • Stage 1 – arrangements have been made and information has been sent to parents explaining to parents that students will be working in group sizes of 12 or less. • Timetable arrangements have been made to accommodate these classes • Stage 2 - These arrangements will be reviewed in September 2020. 	Stage 1 – June 2020 Stage 2 – September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 		M	<ul style="list-style-type: none"> • Stage 1 - the school has agreed the protocol for the start and finish times, movement around the school. Break is supervised and students will have a hot lunch to either eat in school or to take home with them. Students enter through reception and leave through the back of the school. Students are supervised at all times. • Specific guidance on toilets and access (one pupil at a time) will be issued to students • Minimise the opening reception screens/windows and rotation of the staff to minimise contact with parents or visitors. • Stage 2 – These arrangements will be reviewed and communicated to staff, students 	<p>Stage 1 – June 7th Stage 2 – September 2020</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p> <p>Travel for transporting individuals who have complex needs, e.g. fastening seatbelt need individual risk assessment</p> <p>Follow the coronavirus COVID-19 safer travel guidance for passengers</p>	Staffing for young people with complex needs.	M	<ul style="list-style-type: none"> Stage 2 – information will be sent to parents encouraging walking to school Complete travel plan audit and plan for those students will complex needs During stage 1, the school has adjusted its start and finish times and these have been communicated to parents by letter which is also on the website. 	Stage 2 – September 2020	L
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		M	Should any students meet in groups after school, they will be moved on by SLT/staff rota.		L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		M	<ul style="list-style-type: none"> Handwashing and cleaning (if needed). Conversations with parents to take place by phone and if necessary, parents and their child will be invited into school for a socially distanced meeting to discuss the next steps Risks assessments and an individualised approach in place for students who might struggle to follow expectations. Stage 2 – further communication will be issued to parents 		L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.		M	<ul style="list-style-type: none"> Stage 1 – No assemblies will take place Stage 2 – if any assemblies will be lined up, 2 m apart, and be seated at least 2 m apart. Arrangements for any assemblies will be reviewed in Stage 2 	Stage 1 – June 14 th 2020 Stage 2 – September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Social distancing plans communicated with parents, including approach to breaches.		L	<ul style="list-style-type: none"> Through letter and conversations. 	Stage 1 – June 14 th 2020 Stage 2 – September 2020	L
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.		M	<ul style="list-style-type: none"> During stage 1, students will be supervised during break. There is only one break in the plans for Stage 1. Specific guidance about the use of the playgrounds will be explained to students on how to use of playground space and social distancing. There will be no use of outdoor equipment. One way flow around building. Stage 2 – The arrangements will be reviewed and communicated to staff and students. 	Stage 1 – June 14 th 2020 Stage 2 – September 2020	L
	Consider holding any meetings outside and establish meeting etiquette and place hand sanitiser in meeting rooms			Stage 1 -Hand sanitiser in all offices and meeting rooms. Meetings will take place in The Street where there is ample space for social distancing. Stage 2 – Meetings and meeting spaces will be reviewed.	Stage 1 – June 14 th 2020 Stage 2 – September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Catering	<p>Arrangements in place to provide food to CYP (children and young people) on site, including the requirement of universal free school meals.</p> <p>Review catering COVID-19 risk assessment.</p> <p>Establish clear communication with catering or FM teams if they have COVID-19 symptoms or sickness.</p>	i	M	<ul style="list-style-type: none"> Stage 1 – Students will be given a lunch box that they may take home with them or eat in a supervised area. Re-open kitchen to provide hot or cold meals for children. No sharing of cutlery or cups and staff and pupils to dispose of their food waster. The arrangements will be reviewed before September 2020. 	<p>Stage 1 – June 14th 2020</p> <p>Stage 2 – September 2020</p>	<p>L</p> <p>L</p>
	<p>Arrangements for the continued provision of FSMs for children not attending school are in place.</p>			<ul style="list-style-type: none"> Via vouchers. 		L
	<p>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.</p>			<ul style="list-style-type: none"> Stage 1 – students will be given a lunch box that they may take home or eat in a supervised area. Only small groups of students will be in the school at any one time Stage 2 – these arrangements will be reviewed 	<p>Stage 1 – June 14th 2020</p> <p>Stage 2 – September 2020</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Arrangements for food deliveries in place			Food deliveries will arrive at the back of the school and be supervised by the catering team	Stage 1 – June 14 th 2020 Stage 2 – September 2020	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		M	<ul style="list-style-type: none"> PPE is only a requirement where social distancing cannot be maintained. Staff or pupils may choose to wear a face mask/covering in these circumstances. Letters to parents have informed them that if their child wishes to wear a facemask, they may do so. Government guidance on safe use of face masks should be used. The arrangements will be reviews in September 2020 	Stage 1 – June 14 th 2020 Stage 2 – September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated- only one pupil at a time. If pupils require personal care onsite and staff cannot keep 2 metres apart, staff should wear surgical masks and disposable gloves. Cleaning procedure in place. Arrangements for informing parent/ community in place. Public Health England will conduct a rapid investigation if other cases are detected. 		H	<ul style="list-style-type: none"> Principals have an agreed procedure to notify, isolate and report. Schools should report to the CEO/Trust and potential report to the HSE. Review cleaning regime following COVID-19 case and ensure cleaning products used are correct for infection control use decontamination in non-healthcare settings guidance. Group should be sent home if a member test positive. 	June 1 st 2020	L
	<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 		M	<ul style="list-style-type: none"> Check FM teams out of hour's usage and clear agreed process for risk assessment out of hours. 	June 14th 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.		L	<ul style="list-style-type: none"> Principal's letter 		L
	Approach and expectations around school uniform determined and communicated with parents.		L	<ul style="list-style-type: none"> Ruth Holden has written to parents about expectations around the school and that students will not be expected to wear uniform. 	June 7 th 2020	L
	Changes to the school day/timetables shared with parents.		L	<ul style="list-style-type: none"> Ruth Holden has written to parents about these changes 	June 7 th 2020	L
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.		M	<ul style="list-style-type: none"> This has been communicated to parents by letter Water fountains will be turned off and red tape put around them. 	June 7 th 2020 June 12 th 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.		L	<p>Angela Wallace will work with members of the middle leadership team to develop an approach to preparing students for a return to academic work in school. This will build on the work that students have been doing at home on Google Classroom. The Senior Leadership Learning and Teaching Team will work with Angela Wallace to develop a whole school approach to implementation. All staff will be inducted through INSET at the start of Stage 2.</p> <p>A more detailed report/action plan will be developed to support students returning to school and will be shared with all staff</p>	<p>Stage 1 – June 14th 2020</p> <p>Stage 2 – September 2020</p>	L
	This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.		L	<p>There will be lots of opportunities for the celebration of students work that will be displayed in the school. This will support the work that has been going on during the period of lockdown.</p> <p>The Pastoral and House Leaders will work together to develop an approach to this.</p>	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	Tamsin Miller and Dan Collis will work with Heads of Year and other key staff to ensure that these strategies are shared with students and staff. Bereavement support through different agencies will be place. A list of students who will need or request support with be shared with key staff with the appropriate actions that have been put in place.	September 2020	
	Re-orientation support for school leavers is developed.			Follow up phone calls will take place for all students who leave the school and do not return to be part of the 6 th Form. All Year 13 students will receive follow up phone calls to find out how they are and what they are doing. A data base will be produced on the destinations of all students of all leavers.	September 2020	
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups 		M	<ul style="list-style-type: none"> Food bank and emergency support in place and ongoing. 		L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Partial Re-opening	All students have access to technology and remote learning offer. Blended approach between physical and remote learning developed, including support for those CYP who are shielding/clinically vulnerable.	Risk of students not accessing remote learning falling behind	L	<ul style="list-style-type: none"> Staff have volunteered to come into school to support with the partial re-opening of the school. Another team of staff continue on remote learning only. Work packs are being produced for students Heads of departments to meet with the Senior Leadership Team to arrange work for the 22nd on June. Pastoral staff continue to work to monitor and intervene on lack of engagement. Continue to use remote learning with regular phone calls to identify any students who are not accessing work. Order and distribute digital devices through DFE scheme. 	July 2020	L
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Review if numbers become large	L	<ul style="list-style-type: none"> Attendance to school and emergency school reviewed daily. 		L
Transition into	Online/website support for families and young people around transition.					

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>new year group</p> <p><i>What will need to be different this year because of COVID19?</i></p>	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 		L	<ul style="list-style-type: none"> • There is a comprehensive action plan in place for Year 6 (Emails, letters, one to one socially distanced interviews in July 2020. Video to be produced for Year 6 students joining the school in September 2020. • Comprehensive action plan is in place with weekly letters/website information for Year 11 students who wish to be part of the 6th in September 2020. • Aura Fabian will co-ordinate the work re Children with SEND 	July 2020	L
<p>Safeguarding</p>	<p>Individual CYP's risk assessments are in place and welfare checks being undertaken.</p>		M	<ul style="list-style-type: none"> • Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups. • These are already in place and are currently being reviewed • Children vulnerable have individual risk assessment 	June 12 th 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	<ul style="list-style-type: none"> Stage 1 – updated posters in the school directing staff who to speak too, Staff refresher training session on processes and procedures and the revised wellbeing material. This will be further developed as part of the Stage 2 opening and will form part of INSET at the start of the Year. 	September 2020	L
	Updated Child Protection Policy in place.		H	<ul style="list-style-type: none"> Adopted Temporary COVID19 Child Protection Policy. 	May 2020	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.			This has been on-going since March 2020. Comprehensive data base in place		
	Consideration given to the safe use of physical contact in context of managing behaviour.		M	<ul style="list-style-type: none"> Review individual consistent management plans to ensure they include protective measures. 		L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			<ul style="list-style-type: none"> Curriculum and schemes of learning for summer half term two have been reviewed, including methods of assessment. All staff are using Google Classroom to deliver these Heads of Department are monitoring these 	June 2020	L
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> PE Practical science lessons DT/ FT 		M	<ul style="list-style-type: none"> No PE lessons, Drama or Dance. Initially core areas only. The arrangements will be reviewed in Stage 2 	Stage 1 – June 14 th 2020 Stage 2 – September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/outcomes 			<ul style="list-style-type: none"> Stage 2 - Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support. This has been reviewed as part of the part of the PHSE curriculum The Learning and Teaching Team will work with Middle Leaders to develop these areas 	September 2020.	L
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.			<ul style="list-style-type: none"> Behaviour policy has been reviewed. 		L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.		M	<ul style="list-style-type: none"> EHP pupils who return to school have a reviewed education plan. 	September 2020	L
	Annual reviews.		L	<ul style="list-style-type: none"> Virtual annual reviews are already in place. 		L
	Requests for assessment.					
Attendance	Approach to supporting attendance for prioritised year groups determined.	Confidence levels are low from about half of all families		<ul style="list-style-type: none"> Some re deployment to work with priority years 10/12 in school. Attendance policy has been reviewed 	July 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approach to support for parents where rates of persistent absence were high before closure.			The school will continue to work with and monitor these families with the AWA and other outside agencies.		
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		M	<ul style="list-style-type: none"> Full risk assessment published on website. Letter to parents. Schedule of training and induction meetings/re-orientation. 		L
	Re-opening plans shared with trustees and governors.					
	Communications with parents: <ul style="list-style-type: none"> Plan for partial re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 		M	<ul style="list-style-type: none"> Letter has been sent to parents. 	June 2020	L
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home Travelling to and from school safely 		M	<ul style="list-style-type: none"> Students will be inducted when they are in school about expectations 		L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	On-going regular communication plans determined to ensure parents are kept well-informed		M	<ul style="list-style-type: none"> Letters, website updates, social media. 		L
Governors/ Governance	Meetings and decisions that need to be taken prioritised.			<ul style="list-style-type: none"> Virtual governing body meetings and trust board meetings are going ahead remotely. 		L
	Governors and trustees are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.		M	<ul style="list-style-type: none"> Scheme of delegation means trustees hold the risk and decision making authority, with guidance from executive. LGB should also be fully involved in consultation and decision making as they will understand local contexts. 		L
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			<ul style="list-style-type: none"> Trustees' conference summer term postponed. 		L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			<ul style="list-style-type: none"> The school has updated the calendars and is working on a provisional calendar for September 2020. No residential until further guidance on this. 		L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<ul style="list-style-type: none"> Through the director of finance and reported to DFE and trust finance committee. 		L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			In place		L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			In place		L
	Insurance claims, including visits/trips booked previously.			In place		L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> Cleaning IT support Catering 			Ongoing		L
	Consideration given to any support that may be brokered through working together.			Ongoing		L
School lettings	Review Lettings NOP for COVID-19 protection measures		M	<ul style="list-style-type: none"> Consider the government guidance: Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak 	1 st September 2020	L
	Introduce COVID-19 Controls on all Lettings		M		1st September 2020	L
	Update Lettings Policy as appropriate		L		1 ST September 2020	L