

Appendix A

COVID19: September 2020 Risk Assessment – ‘All students, in all year groups, will return to school full time from the beginning of the Autumn term’ (Guidance for full opening – schools –July 2020- Gov Uk)

TRUST: Mulberry Academy Shoreditch

OWNER: Mulberry Academy Shoreditch

DATE: Completed 17th July for September 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 and the latest Government Guidance (July 2020) and World Health Organisation guidance. The hierarchy of controls we are asked to factor into our planning to help prevent the spread of COVID-19 are set out below. The risk assessment had been updated and includes the protective measures that were introduced in the summer term at Mulberry Academy Shoreditch. It will be reviewed on a regular basis.

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

Essential measures include:

- *A requirement that people who are ill stay at home*
- *A robust hand and respiratory hygiene*
- *Active engagement with NHS Test and Trace*
- *Formal consideration of who to reduce contacts and maximise distancing between those in schools*
- *Wherever possible minimise potential for contamination so far as is reasonably practicable*

Consideration will be given to

- *Grouping children together*
- *Avoiding contact between groups*
- *Arranging classrooms with forward facing desks*
- *Staff maintaining distance from students and other staff as much as possible*

Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities	4
Emergency Evacuations.....	7
Cleaning and waste disposal/ hygiene.....	8
Classrooms and playground areas	13
School workforce.....	17
Group sizes and arrangements to reduce mixing between groups	25
Social Distancing.....	29
Catering.....	34
PPE	36
Response to suspected/ confirmed case of COVID19 in school.....	37
Pupil re-orientation	42
Full re-opening to all students	46
Transition.....	49
Safeguarding.....	49
Curriculum / learning environment/remote learning.....	50
CYP with SEND	53
Behaviour and attendance	54
Communication	57
Governors/ Governance	58
School events, including trips	58
Finance.....	58

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) 	June 2020 Regular checks	L
	<p>Classrooms are designed with all desks facing forward with tape dividing the desks</p> <p>Tape to be put around the teacher's desk to signify a two metre distance</p> <p>Tape to be put on the floor and staircases to support with one- metre distancing</p> <p><i>Minimise contact between individuals and maintain social distance where possible</i></p>	Classrooms with not be ready and resigned before the start of the term	M	<ul style="list-style-type: none"> • Classrooms to be redesigned during the summer holidays • Tape to be put around the teachers desks • Tape to be put of floors and staircases identifying one metre (Social distancing). • Deep cleaning of all classrooms/office spaces. • Non-essential and personal items to be removed. 	September 4 th 2020	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"> Review use of IT equipment 	June 1 st Review before September 2020	L
	<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>Signage is updated in and around the school</p> <p>Reduce maximum lift capacity to one person.</p>		M	<ul style="list-style-type: none"> Students will be informed of which entry and exit they should use Year 7 – Front of the school Year 8 – Front of the school Year 9 – Back of the school Year 10 – Front of the school Year 11 – Back of the school Year 12 – Back of the school Year 13 – Back of the school Signage to be updated Signs and times will be displayed Hazard tape to indicate 1 metre social distancing on the floor and in key areas 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. 	September 4 th 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 premises lettings and approach in place.	Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.	M	<ul style="list-style-type: none"> Lettings to be reviewed and risk assessed by the External Lettings Manager. These should be given to the Principal and subject to agreement. 	September 2020	L
	Consideration given to the arrangements for any deliveries.		L	<ul style="list-style-type: none"> Contactless deliveries are in place. Goods will be delivered at the back of the school and put straight into storage to await distribution. Staff should wash hands after any handling. Goods will be delivered when there are no students or staff present. 	Prior to the partial re-opening of the school. Reviewed prior to September 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 1 metres apart, e.g. terrorist attack, fire or explosion and large numbers may need to move fast to evacuate.</p>	Staff needing to work from home are current PEEP buddies and so reassignment necessary.	M	<ul style="list-style-type: none"> • Fire drill arrangements remain the same. Arrangement to be shared with all staff and students during INSET and in tutor time at start of term (September 2020). 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. 	September 2020	L
	In-evacuation			<ul style="list-style-type: none"> • Students and staff to remain in the base areas. 		

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><i>Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach</i></p>	<p>Low supplies of sanitiser or soap Lack of tissues in classroom</p>	M	<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 	Completed Review September 2020	L

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, an apron, wash hands and use surgical masks if needed and subject to individual preference. Dispose of cloths if they are used for sanitizing. Meeting with the new external contractors to double check arrangements to include a start-up meeting and expectations in line with Government advice Ensure there are the appropriate cleaning items in the school Spot check the correct arrangements are in place Review the number of cleaners who are in the school when there are students present 	Completed prior to the partial re-opening of the school. Review – September 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"> • Each member of staff to be given a health and safety kit comprising of a bag with hand sanitiser, wipes and tissues in it to take to classroom. This will also include gloves and disinfectant spray. An additional set of hygiene products will also be available in every classroom in a lidded box. • Lidded bins in classrooms and offices. • Lidded bins with double bagging will be available in all classrooms and work areas • Paper towels, hand sanitizer will be provided in all toilets and hot hand dryers disconnected. • All bins to be emptied daily • 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 • Enhanced cleaning, including cleaning frequently touched surfaces often using standard 		L
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				<p>products, such as detergents and bleach.</p> <ul style="list-style-type: none"> Staff to be briefed in September via INSET 		
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<ul style="list-style-type: none"> The school will close at 4.30pm. 	September 4 th 2020	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. 	Review September 2020	L

	<p>Encourage good personal hygiene</p> <p><i>Clean hands more than usual</i></p> <p><i>Clean hands respiratory by promoting the 'Catch it, bin it, approach'</i></p>	<p>Lack of facilities. Increase hand washing facilities as well as keeping social distancing</p>		<ul style="list-style-type: none"> • Staff to be shown a power point during the INSET in September reinforcing routines into the school culture, supported by behaviour expectations. • Power point to be shown to students in tutor times to encourage students to clean their hands at hand sanitizer stations when they arrive at school, when they return from break, when they change rooms and before and after eating. • Hand Sanitizers to be placed at all entry/exit points. • Additional hand sanitizers to be in every classroom and every wash room. • Remind students to not to touch their eyes, mouth or nose. • Use tissues for coughing/sneezing – catch it, bin it, kill it. • Notices to be put up in every classroom to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it approach' 		L
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	Any specialist areas (classrooms and hall/sports area) will be cleaned thoroughly and before another year groups uses these facilities		M/L	<ul style="list-style-type: none"> Incorporated into the cleaning schedule 	September 4 th 2020	L
	All non – essential items to be removed from classrooms/offices and other areas of the school		M	<ul style="list-style-type: none"> Premises team to remove any non-essential items Staff to remove any personal belongings and non-essential items Staff to ensure that classrooms are clean and tidy at the end of every lesson No items to be left on the teacher’s desk and student tables 	September 4 th 2020	L
Classrooms and playground areas	<p>Classrooms will have desks facing the front with a divided by hazard tape</p> <p>All teacher’s desks to have a two metre exclusion zone around them.</p>	<p>Not enough space in classrooms</p> <p>Not enough desks</p>	M	<ul style="list-style-type: none"> Re-arrange classrooms to have desks facing the front and to accommodate staff social distancing. 	September 4 th 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 social distancing between the teacher and the student</p> <p>Excess furniture removed.</p> <p>Keep room ventilated by opening windows.</p> <p>All staff to be given plastic boxes as required to put personal belongings in.</p>		M	<ul style="list-style-type: none"> Furniture rearranged to comply with guidance Other areas of the school are Staff to remove all non-essential items from their classrooms in use Staff to be briefed during INSET (September 2020) through the Health and Safety briefing Ensure that staff have seating plans for students ensuring all desks are facing forwards Students will be briefed in tutor time via a power point The power point will cover health and safety, preparing for school, student journey to school, year group area, break and lunch time, entering and exiting the building, feeling unwell and behaviour. 	September 4 th 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	Signage to be in place before students return to school week beginning the 3 rd September Distancing markers will put on all communal area floors	September 2020	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. <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>	Lack of resources	L	<ul style="list-style-type: none"> PC equipment (including lap-top trolleys) 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 Purchase of additional cleaning wipes 	Review September 2020	L
	Resources which are not easily washable or wipeable have been removed.		L	<ul style="list-style-type: none"> Any non-essential resources to be removed 	Review September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Minimise sharing of classroom resources		M/L	<ul style="list-style-type: none"> In terms of classroom resources, students must bring their own pens, pencils, pencil cases, calculators and other equipment with them every day. This must not be shared with other students. Other classrooms resources such as textbooks can be used within the year group bubble but must not be shared between different year groups. 	September 4 th 2020	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"> Social –distancing, personal hygiene information and ‘catch it, bin it, kill it’ posters displayed around the school 	September 2020	L
	Resources that are shared between bubbles, such as sports, art and science equipment should be cleaned frequently and always between bubble, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 plastics)	Staff do not stick to the guidelines	L	<ul style="list-style-type: none"> Staff to be briefed in September through whole school INSET Departments to be reminded by their line-manager Head of department to let the premises team know of any additional cleaning that needs to take place re resources. 	September 4th 2020	L

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	Equipment that is given out and collected in practical subjects (in Art/PE for example) will need to do their own risk assessments around this		M/L	<ul style="list-style-type: none"> Risk assessments to be given to Steve Farmer and Jennie Montgomerie 	September 2020	L
	The sports hall will be cleaned thoroughly and it will not be in use before and after school. If students use the sports hall, it will be cleaned before the next group uses it.		M	<ul style="list-style-type: none"> Groups (clusters) will only be able to use it for periods 1 and 2 and 5 and 6 to ensure cleaning has taken place 	September 2020	L
	Removal of any non-essential items in the playground		M/L	<ul style="list-style-type: none"> Removal of non-essential items to be removed from the playground Water fountains to be removed from the playgrounds 	September 2020	L
	MUGA is out of use at before school, at lunch time and after school.		M	<ul style="list-style-type: none"> Students will not be allowed to play football at lunch-time 	September 2020	L
	In necessary, students in science labs will need to sit at the side/ends of tables facing the teacher's desk		M/L	<ul style="list-style-type: none"> Seating to plan to be in place 	September 2020	L
	Communication of information to be shown to staff and students		M	<ul style="list-style-type: none"> Information to be communicated to staff and students through INSET and tutor time 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
School workforce	Following the relaxing of shielding measures, the expectation is that most staff will attend school Staff who are clinically vulnerable or extremely clinically vulnerable		M	<ul style="list-style-type: none"> • Commination to staff • Individual risk assessments 	September 2020	L
	Staff who are pregnant		M/L	<ul style="list-style-type: none"> • Re-assess risk assessment in September 2020 	September 2020	L
	Staff who may otherwise be at increased risk from coronavirus (COVID – 19)		M/L	<ul style="list-style-type: none"> • Re-assess risk assessment in September 2020 	September 2020	L
	Employer health and safety and equalities duty		M/L	<ul style="list-style-type: none"> • Compliant with Covid-19 Risk assessment 	July 2020 Review September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Supporting staff		M/L	<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 students through increasing staff communications. 	September 2020	L
	Staff deployment		M/L	<ul style="list-style-type: none"> Decision to be made on an individual basis 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Accommodating visiting specialists		M	<ul style="list-style-type: none"> 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 in advance to entering the school. Reception to record all visitors to support with NHS Track and Trace 	September 2020	L
	Recruitment		L	<ul style="list-style-type: none"> Normal arrangements with social distancing guidelines in place If necessary to recruit short term supply staff Engage supply staff as required 	September 2020	L
	Approach to staff absence reporting and recording in place. All staff aware.		L	<ul style="list-style-type: none"> Normal arrangements in place 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	To issue staff with update guidance about the necessary precautions to take re Covid 19		M/L	<ul style="list-style-type: none"> Staff will continue to have access to testing Public Health Local Health Protection Team to advise on appropriate actions Guidance to be in the staff handbook and issued to staff in September. 	September 2020	L
	Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).		M/L	<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 Microsoft Teams See additional guidance in the report issued by MST's Director of HR. 	September 2020	L
	Plans to respond to increased sickness levels are in place.	If lack of staff, schools will need to review and could potentially partially close or fully close.	L	<ul style="list-style-type: none"> Review the daily and if necessary weekly cover 	September 2020	L
	Clothing/dress expectations to be discussed with staff		M	L	<ul style="list-style-type: none"> September INSET 2020 	September 2020

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"> The calendar of meetings will be published and issued to staff in advance 	September 2020	L
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.		L	<ul style="list-style-type: none"> Reviewed individually, case by case 	September 2020	L
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>		L	<ul style="list-style-type: none"> Staff carrying out new roles will receive appropriate training. HR to lead on this 	September 2020	L
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.		M	<ul style="list-style-type: none"> Guidance to be issued to all staff so that they are clear on the requirement to report symptoms and to self-isolate. Information to be included in the staff handbook 	September 2020	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.		M	<ul style="list-style-type: none"> Additional training/guidance will take place in September Staff Handbook has been updated and will be given to all new starters 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Return to school procedures are clear for all staff.		M	<ul style="list-style-type: none"> Information will be provided to staff at least a week before starting in September 2020 	September 2020	L
	Approach to support wellbeing, mental and health and resilience in place, including bereavement support		L	<ul style="list-style-type: none"> Staff will be made re-aware on INSET day EAP service in use Leave bereavement policy has been reviewed Staff will be communicated regularly 	September 2020	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Arrangements in place for any visitors/contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		M	<ul style="list-style-type: none"> • Check with the contractor any requirements their employer has specified before visit. Share school protocols. Do not bring visitors into the workplace if possible. • Risk assessments to be asked for from any contractors • 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 school 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. • If parents arrive at the school, they will also be asked to wait outside so that social distancing measures can be maintained. There will be no shared signing in equipment in reception, no handshaking. 	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>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. 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Group sizes and arrangements to reduce mixing of groups	<p>Year groups will be based in designated areas of the school for their lessons</p> <p>Movement around the school will be minimised as year groups will be based in a dedicated zone in the school.</p> <p>Year groups will stay in the bases for break</p>		L	<ul style="list-style-type: none"> Year groups will be in clusters and be based in the following areas: Year 7 – Ground floor classrooms – Zone 2/3 Year 8 – First floor classrooms – Zone 2/3 Year 9 – Ground floor classrooms – Zone 4 Year 10 – Second floor classrooms – zone 2/3 Year 11 – First floor classrooms – Zone 4 Year 12 – Porta Cabins and Basement Year 13 – Roof area <p>Review the use of specialist teaching areas for Years 11 and 13</p> <ul style="list-style-type: none"> Ensure rotas are in place for adequate supervision of break 	September 4 th 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	To implement staggered starts to the day, lunch and finish times		L	<ul style="list-style-type: none"> Information to be communicated to staff and students at the start of term Information to be communicated to parents before the end of the summer term 	September 4 th 2020 July 2020	L
	Assemblies will only take place for one year group per group and cleaned thoroughly. The assembly spaces will not be used for 24 hours before another year group uses the space		M/L	<ul style="list-style-type: none"> Only one year group will use the assembly space on a particular given day. The hall and sports area will be cleaned in the evening before another group is able to use the hall and sports hall 	September 2020	L
	No -extra- curricular clubs will take place		L	<ul style="list-style-type: none"> No extra – curricular clubs will take place until further notice. 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Divide playgrounds and outdoor spaces to minimise contact between year groups		H	<ul style="list-style-type: none"> The playgrounds will be divided into the following areas: Year 7 – Sports Hall Year 8 – The MUGA Year 9 – The hall playground at the back of the school Year 10 – The main playground Year 11 – The back playground Year 12 – The porta cabin area and viewing platform in the sports hall Year 13 – The roof area 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Plan measures for lunchtimes, including <ul style="list-style-type: none"> ➤ Managing lunch times ➤ Arrangements for wet break 		H/M	<ul style="list-style-type: none"> • Briefing to take place with all members of staff who either do a paid break duty or are on duty (SLT members) • Meeting with the catering staff to take place to ensure that all members of staff managing queues are away of the measures in place • Wet break/lunch duty to be in place before the start of term 	September 2020	L
	Drama and music areas to be used from the start of September to allow for specialist teaching for Years 11 and 13		M/L	<ul style="list-style-type: none"> • Areas to be cleaned thoroughly between classes • Teachers to collect student from lessons 		
	House System – events run by the House Leaders will be delivered in Year groups/bases		M/L	<ul style="list-style-type: none"> • House Leaders to propose a range of events/activities to be delivered in Year groups. 	September 2020	L
	Communication of all arrangements to be delivered to staff and students at the start of the Autumn term		M/L	<ul style="list-style-type: none"> • Power Point to be shown to staff through INSET and students re tutor time 	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/tape around the teacher's desk 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"> Year groups will enter and leave the school at different times and therefore drop off and pick up times will be staggered Students will use the toilets based in their areas Specific guidance on toilets and access (one pupil at a time) will be issued to students Desks facing forward with hazard tape to divide the table in half Two metre designated area to be marked using tape for the teacher's desk Designated staircases for different year groups. Students will be called down for lunch and there will be a rota in place to minimise contact with other year groups These arrangements communicated to staff, students 	September 4 th 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Staff to move classrooms where students are based and wherever possible to maintain distance from students and other staff as possible</p>			<p>Grouping of students</p> <ul style="list-style-type: none"> The purpose of 'bubbles' is to minimise contacts and mixing between students, reducing the transmission of coronavirus. It is not always possible for students and staff to adequately distance from each other within classrooms. 'Bubbles' provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result. Staff to move to classrooms and stay behind their desks Staff to encourage students to move quietly and sensibly between classrooms in their bases Staff to remind students to keep their distance from members of staff. 		

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Any incidents of students getting too close or touching a teacher must be reported to a Year Leader or a member of the SLT immediately		L	<ul style="list-style-type: none"> Power point to be shown to students and teachers in September so that the whole school community is aware Consequences in place for students breaking the rules Update behaviour policy 	September 2020	L
	Distance between staff and students		M	<ul style="list-style-type: none"> Markings to be provide to include a two-metre distance between the teacher's desk and the student. Staff to be given guidance in September 2020 and follow it. They should use their own initiative to keep the distance. If a student breaks the rule and come too close or touches a member of staff, they should report this to a member of the Senior Leadership Team Power point to be shown to students in tutor time to inform students that they should not touch a member of staff or go within a metre of them. 	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>Information shared with parents regarding students' 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> <ul style="list-style-type: none"> ➤ Encourage students to walk or cycle school ➤ Remind students and parents to use face-coverings on public transport ➤ Communicate to parents the importance of travelling safely 	Staffing for young students with complex needs.	L	<ul style="list-style-type: none"> • Follow Government guidance on using public transport • Information to be shared with students and parents • Information to be show to students at the start of term in tutor time • Posters and information to be displayed on the website and in school. 	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 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). Communicate expectations to students and staff 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. 	September 2020	L
	Approach to assemblies		L	<ul style="list-style-type: none"> Assembly rota in place to ensure that only one year group has an assembly per day Enhanced cleaning between assemblies Assemblies may be delivered on-line or via a power point in tutor time. 	September 4 th 2020	L
	Social distancing plans communicated with parents, including approach to breaches.		L	<ul style="list-style-type: none"> Through letter and conversations. 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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"> 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. 	September 2020	L
	Communication of expectations to be delivered to staff and students at the start of the Autumn term		M	<ul style="list-style-type: none"> Information to be disseminated at INSET for staff and for students in tutor time. 	September 2020	L
Catering	<p>Arrangements in place to provide food to CYP (children and young people) on site, including the requirement of universal free school meals.</p> <p>Review catering COVID-19 risk assessment.</p> <p>Establish clear communication with catering or FM teams if they have COVID-19 symptoms or sickness.</p>		M	<ul style="list-style-type: none"> Students will be given a packed lunch Students will have option of a hot/cold packed lunch Students will take their packed lunch into the playground or in the case of wet-lunch, to their classroom bases. 	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 when and where each group will take lunch are in place so that children do not mix with children from other groups.</p> <p>Students will not be offered snacks at break</p>		M/L	<ul style="list-style-type: none"> Information to be communicated to staff and students Duty rotas to be in place Students will be brought down to lunch at different times <ul style="list-style-type: none"> Year 7 – 12:30 Year 8 – 12:50 Year 9 – 13:00 Year 10 – 13:20 Year 11 – 13:10 Year 12 – 12:45 Year 13 – 13:00 	September 2020	L
	Arrangements for food deliveries in place			<ul style="list-style-type: none"> Food deliveries will arrive at the back of the school and be supervised by the catering team 	June 2020 Review September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
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 students 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. 	June 2020	L

<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <p><i>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</i></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 students 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. 		<p>H</p>	<ul style="list-style-type: none"> • If a member of staff, student, parent or any other adult show symptoms of coronavirus/Covid-19 or they have tested positive within the last 7 days, they are not to attend school. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term. • If an adult becomes unwell, they must remove themselves from the school building as soon as possible. • If a student becomes unwell, the existing guidelines will be followed i.e. the student will be removed to a designated First Aid space where they can be monitored and supported until they are collected by their parents or carers. The room that the student used will be immediately cleaned with appropriate cleaning solution (or bleach) and the students and staff present will 	<p>September 4th 2020</p>	<p>L</p>
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				<p>wash their hands thoroughly for 20 seconds.</p> <ul style="list-style-type: none"> • In terms of PPE, a fluid-resistant surgical face-mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the young person is necessary then disposable gloves and a disposable apron should be worn as well as a mask. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection (goggles or a visor) should be worn. The member of staff supporting the symptomatic student does not need to go home to self-isolate unless they develop symptoms themselves, or if the symptomatic student subsequently tests positive, or if they have been requested to do so by NHS Test and Trace/Public Health England. • There will also be a designated toilet assigned to students who fall ill. Once the 		
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				<p>student is collected, both rooms (waiting room and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.</p> <ul style="list-style-type: none"> • The designated First Aid spaces/toilets are as follows; <ul style="list-style-type: none"> ➤ The Gym will be re-designed to include a designated first aid area and toilets • The student should then be tested for coronavirus. If the test is negative, the student can return to school once they are well enough. If the test is positive, all students and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important that students and adults from different groups do not mix – it is a protective mechanism to reduce potential exposure to the virus and to ensure that the minimum possible number of students need to be isolated if an infection occurs. This guidance also 		
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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>applies if an adult presents as unwell and is subsequently tested as positive.</p> <ul style="list-style-type: none"> • The question of whether or not a larger number of students are sent home, or if the whole school building will close, is dependent on the specific circumstances of the situation. • Confirmed cases of Covid-19 should be reported to the Tower Hamlets Health Protection Team by email to phcov19@towerhamlets.gov.uk or by telephone 0300 303 0450. • The Executive Principal will inform the CEO of any suspected cases 		

	Engage with NHS Test and Trace.		M	<ul style="list-style-type: none"> • Parents, students and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so. • If any member of staff or any student shows symptoms of coronavirus/Covid-19, they will be required to book a test as soon as possible. They will then need to provide details of anyone that they have been in close contact with and to follow the 'stay at home' regulations. • Contact with a symptomatic student/member of staff will be maintained while they are awaiting their test results, so that we can respond appropriately to either a positive or a negative result. • If the test result is negative, the student can return to school assuming they are well enough and that they would do so under normal circumstances. 		L
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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"> If the test result is positive, the student and family need to follow the 'stay at home' guidelines. 		
	Engage with NHS Track and Trace		M	<ul style="list-style-type: none"> A record of all visitors must be kept by reception to support with the NHS Track and Trace 		L
Pupil Re-orientation	<p>Students to be invited into school as part of an induction of a full return to school in September 2020</p> <p>Students to be in tutor bases and inducted back into school in tutor time</p>		L	<ul style="list-style-type: none"> Principal's letter Staff INSET Induction for students through tutor time <ul style="list-style-type: none"> Year 7 – Friday 4th September Year 8 – Tuesday 8th September Year 9 – Tuesday 8th September Year 10 - Tuesday 8th September Year 11 – Monday 7th September Year 12 – Friday 4th September Year 13 – Monday 7th September 	September 2020	L
	Approach and expectations around school uniform determined and communicated with parents.		L	<ul style="list-style-type: none"> All students to be in full school uniform 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Changes to the school day shared with parents.		L	<ul style="list-style-type: none"> Ruth Holden has written to parents about these arrangements Letter on the website 	July 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. 	September 2020	L
	Approach to preparing students for a return to academic work and new social situations is developed and shared by all teaching staff.		L	<ul style="list-style-type: none"> INSET in September 2020 	September 2020	L
	This includes bringing together students who have remained in school during closure and those at home and celebrating non-academic achievements of students whilst at home/ during school closure.		L	<ul style="list-style-type: none"> There will be lots of opportunities for the celebration of students' work that will displayed in the school. This will support the work that has been going on during the period of lockdown. The Pastoral and House Leaders will work together to develop an approach to this. 	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	<ul style="list-style-type: none"> 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.			<ul style="list-style-type: none"> Follow up phone calls will take place for all students who leave the school and do not return to be part of the 6th 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	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	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"> • Pastoral teams to identify any vulnerable students at risk 	September 2020	L

<p>Full re-opening to all students</p>	<p>All control measures in place for prior to a full opening</p>		<p>H</p>	<p>System of controls</p> <ul style="list-style-type: none"> This is the set of actions that will need to be in place prior to any a full opening of the school. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below. <p>Prevention:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, <u>do not attend school</u> 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 	<p>September 2020</p>	<p>L</p>
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			<p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p>		
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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <p>Numbers 7-9 above may require the school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.</p>		
Full re-opening to all students	Information to be communicated to staff, parents and students		L	<ul style="list-style-type: none"> • Middle leaders to be informed via Zoom so that they can plan for the start of term • Information communicated to parents and all other key stakeholders 	July 2020	L

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Transition	<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 		M	<ul style="list-style-type: none"> • Induction/orientation at the start of the Autumn term • Transition plans in place of vulnerable students/students with an ECHP and any other SEND needs • Follow up phone calls for all Year 11 and 13 students not return to school 	September 2020	L
	Update Safeguarding policy in light with changes to KSCIE 2020		H	<ul style="list-style-type: none"> • Policy to updated and submitted to the first governing board meeting • INSET for staff in September 2020 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.		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. 	September 2020	L
	Staff are prepared for supporting wellbeing of students and receiving any potential disclosures.		M	<ul style="list-style-type: none"> Staff INSET On-line modules to be shared with staff Additional sessions to be delivered after school 	September 2020	L
	Updated Child Protection Policy in place taking in consideration KCSIE 2020		H	<ul style="list-style-type: none"> Update Child Protection/Safeguarding policy 	September 2020	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.		M	<ul style="list-style-type: none"> Review all concerns/cases that have come to attention of the safe-guarding team 	September 2020	L
Curriculum / learning environment	Teach an ambitious and broad curriculum in all subjects from the start of the autumn term.		M	<ul style="list-style-type: none"> Timetable remains the same to allow for the curriculum to be delivered 	September 2020	L
	Remote learning INSET days to replace twilight sessions		L	<ul style="list-style-type: none"> INSET days to be in the calendar and twilight sessions removed 	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>Activities should be risk assessed and the appropriate measures put in place regarding the space/equipment and social distancing (Examples include)</p> <ul style="list-style-type: none"> ➤ PE ➤ Practical science lessons ➤ DT/ FT ➤ Art ➤ Drama ➤ Music 		M/L	<ul style="list-style-type: none"> • Final decisions to be made in September as to when Year 11 and 13 have lessons (subject specific) that are based specialist subject areas 	September/October 2020	L
	Drama and music to be taught in specialist areas from September 2020		M/L	<ul style="list-style-type: none"> • Risk assessment to be completed by the drama and music department • Students to be collected from zones/bases 	September 2020	L
	Plan on the basis of the educational needs of all students		M	<ul style="list-style-type: none"> • INSET delivered to staff on learning and teaching 	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>Steps to take regarding students being out of school and at home during lockdown</p> <ul style="list-style-type: none"> ➤ Identify the most missed content ➤ Plan formative assessment ➤ Identify students most at risk of disengagement/most in need additional tutoring ➤ Recruitment of additional catch up tutors ➤ Engage with outside agencies/families of students with SEND to devise a plan to provide specific support as needed ➤ Ensure individual education plans (IEPS) and ECHPs 		M	<ul style="list-style-type: none"> • Work to be undertaken with middle leaders and teachers in September 	October 2020	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/outcomes 		M/L	<ul style="list-style-type: none"> • The Learning and Teaching Team will work with Middle Leaders to develop these areas 	September 2020	L
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>		M/L	<ul style="list-style-type: none"> • Behaviour policy has been reviewed. 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Marking of books and exam papers		M/L	<ul style="list-style-type: none"> Staff will be provided with gloves if they wish to wear them Staff should wash their hands before and after marking books and exam papers All books and exam papers must stay in school and cannot be taken home by students or teachers Teachers to mark books and exam papers in the PPA time 	September 2020	L
	Only Year 7 will be able to use the library		M/L	<ul style="list-style-type: none"> Year 7 will be allowed to use the library Risk assessment to be carried 	September 2020	L
Remote learning	Contingency plan in place for remote education provision by the end of September that meets the expectations set out in the DEFE Guidance		M/L	<ul style="list-style-type: none"> Staff and students to be trained on using Microsoft Teams 	September 2020	L
	Have systems in place to move to providing remote education where a class, group or a small number of students need to self-isolate and where there is a local lockdown.		M/L	<ul style="list-style-type: none"> School to develop systems in September 2020 	September 2020	L
	Use Microsoft Teams as a platform for delivering remote/blended learning		M/L	<ul style="list-style-type: none"> Staff and students to be training on using Microsoft Teams 	September 2020	L

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CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.		M	<ul style="list-style-type: none"> EHP students who return to school have a reviewed education plan. 	September 2020	L

	<p>Attendance</p> <p>It is vital for all students to return to school, to minimise as far as possible the longer-term impact of the pandemic on students' education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>		M	<p>Attendance expectations</p> <ul style="list-style-type: none"> At the start of the academic year and on a regular basis, the school will communicate the necessity of attending school to parents and students. Where required, the school will offer additional pastoral support to those students who are anxious about returning or who face other significant barriers. The school will continue with the usual attendance routines in relation to the recording and monitoring of students' attendance. Any student absence will be followed up as usual with a telephone call and, where appropriate, a home visit. Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending students. 	September 2020	L
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				<p><i>Students who are shielding or self-isolating</i></p> <ul style="list-style-type: none"> • If rates of infection in the local area rise, it is possible that some students who were once shielding due to medical advice may need to isolate again. Mulberry Academy Shoreditch will support any affected students and their families through dialogue with the pastoral team and the school nurse, so that appropriate advice can be offered. The school will provide learning online for any students who are not able to attend following clinical and/or public health advice. • Where students can't attend school owing to clinical and/or public health advice, absence will not be penalised. <p><i>Students and families who are anxious about return to school</i></p> <ul style="list-style-type: none"> • If students or families with significant risk factors in their households are concerned about returning to school, we will provide the opportunity to 	
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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				discuss this. A telephone call or meeting will be arranged in an attempt to provide reassurance about the safety measures that are in place to manage the risk and minimise risk of infection.		
	Revise behaviour policy		M	<ul style="list-style-type: none"> Already in place (Mulberry Academy Trust Policy) 	May 2020	L
	Renew uniform expectations		M	<ul style="list-style-type: none"> Remind students and staff in September 2020 	September 2020	L
	Develop plans for students at risk of disengagement		M	<ul style="list-style-type: none"> Work with Heads of Year and other pastoral leaders to develop plans for students are risk of disengagement 	September/October 2020	L
	Provide additional pastoral and support services for students where necessary		M	<ul style="list-style-type: none"> Create data base of students in each year group and what additional support maybe/is required 	October 2020	L
	Identify any students who do not return to school		M	<ul style="list-style-type: none"> Identify and contact any students who do not return to school in September 2020 Refer these students to the AWA 	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 support for parents where rates of persistent absence were high before closure.		M	<ul style="list-style-type: none"> The school will continue to work with and monitor these families with the AWA and other outside agencies. 	September/October 2020	
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. Update staff via INSET 	September 2020	L
	Re-opening plans shared with the CEO			<ul style="list-style-type: none"> Risk assessment to be sent to the CEO 	July 17 th 2020	
	Communications with parents: <ul style="list-style-type: none"> Plan for re-opening Social distancing plan 		M	<ul style="list-style-type: none"> Letter sent to parents and students and put on the website Letter sent to Year 6 parents 	July 17 th 2020	L
	Pupil communications around: <ul style="list-style-type: none"> Changes to classrooms 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 	September 2020	L
	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

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Governors/ Governance	Meetings and decisions that need to be taken prioritised.		M	<ul style="list-style-type: none"> Virtual governing body meetings and trust board meetings are going ahead remotely. 		L
	<p>Governors and trustees are clear on their role in the planning and re-opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>		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. 	September 2020	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.		M	<ul style="list-style-type: none"> Trustees' conference summer term postponed. 	September 2020	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.		M/L	<ul style="list-style-type: none"> The school has updated the calendar for September 2020. No trips/residentials until further guidance on this. 	September 2020	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		M	<ul style="list-style-type: none"> Through the director of finance and reported to DFE and trust finance committee. 	September 2020	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		M	<ul style="list-style-type: none"> Through the director of finance and reported to The Trust finance committee. 	October 2020	L
	Any loss of income understood, including the impact of lettings and the financial implications.		M/L	<ul style="list-style-type: none"> Through the director of finance and reported to The Trust finance committee. 	October 2020	L
	Insurance claims, including visits/trips booked previously.		M	<ul style="list-style-type: none"> Through the director of finance and reported to The Trust finance committee. 	September 2020	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> Cleaning IT support Catering 			New cleaning contract has been awarded	July 2020	L
	Consideration given to any support that may be brokered through working together.			Ongoing	Ongoing	L