

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Chelmsford County High School

PLAN COMPLETED BY: Melissa Mulgrew

PLAN OWNER: Stephen Lawlor

VERSION: 1.5

APPROVAL DATE: 28th August 2020 (ongoing operational updates)

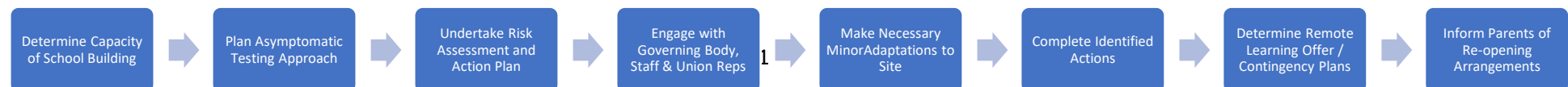
Purpose of this document:

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'

Steps of Re-opening Preparation:



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Version Control

Version Number	Changes	Author	Date
0.1	Draft document	Melissa Mulgrew	03/06/20
0.2	Updated with feedback from staff and governors, legionella results.	Melissa Mulgrew	09/06/20
0.3	Updated with points re staff workroom and air conditioning	Melissa Mulgrew	10/06/20
1.0	Approved by Management Committee 11 th June 2020. Updated with actions taken on re-opening	Melissa Mulgrew	17/06/20
1.1	Draft version of September full opening document	Melissa Mulgrew in consultation with site team, first aiders, office team and SLT	08/07/20
1.2	Updates to staff workrooms, room 5, canteen operation, fridge use.	Melissa Mulgrew	24/08/20
1.3	Updates to staggered end of day procedures implement, staff work environment, changes for lockdown effective 5 th Nov.	Melissa Mulgrew	4/11/20
1.4	Updates to bubble operation Spring '21 and lateral flow testing	Melissa Mulgrew	19/01/21
1.5	Updates to re-opening plan March '21	Melissa Mulgrew	04/03/21

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date (o/s items in red)	Risk Level Post-Action
Preparing Buildings and Facilities	<p>1.1 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 	Site Manager is unavailable	H	Remaining site team will provide support	19/05/20	L
		Site has been closed for prolonged period	M	Building has had regular checks performed through closure.	19/05/20	L
		Legionella risk due to stagnant water	H	<p>Carry out a formal / recorded full pre-opening premises inspection by 1st June 2020 to include but not limited to:</p> <ul style="list-style-type: none"> • Fire protective checks and tests • All relevant safety critical devices 	<p>29/05/2020 (RFR) Fire alarm testing completed. Access doors release and fire curtains are deployed.</p> <p>Full cleaning schedule resumed 1/6/20 with cleaners reminded of cleaning protocols and COSHH requirements.</p>	L
				Empty and flush all tanks and undertake legionella tests.	29/05/2020 (RFR) Full system flush of all outlets,	

					tanks were emptied multiple times. Legionella samples were taken in to cavendish laboratories on the 29 th May. Negative results returned 08/06/20	L
		Food remains in the freezer	L	Chartwell's require 4 weeks notice to resume service - left over frozen food will be dealt with per normal wastage procedures.	01/09/20	L
		Food handling contamination risk	H	Prior to assumed resumption of catering in September a full risk assessment of the kitchens, supply chain and handling will need to be completed	01/09/20	L
		Statutory inspections or maintenance may be missed leading to failure of safety critical items.	H	Where pieces of equipment or machinery, such as lifts, fume cupboards etc require thorough examination or testing (TE&T) they must all be	19/05/20 - Confirmed no items out of testing cycle	

				within their testing cycle. If this has elapsed then these item(s) cannot be used until they have passed the required tests. Their use will therefore need to be postponed until testing has taken place.	except for lifts. Lift service completed 02/06/20	
	1.2 Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	<p>Staffroom to be converted to additional work room to allow spacing between members.</p> <p>Office support staff and finance will be on a WFH rota to reduce staff on site in confined spaces if necessary and able to do so.</p> <p>Faculty workrooms will have reduced numbers of staff and alternate working areas in order to minimise concentration of staff</p> <p>Finance office will be limited to 3 occupancy (including visitors)</p>	31/08/20	L

				<p>Main office will be limited to 7 (including visitors)</p> <p>Reprographics limited to 2 (including visitors)</p> <p>Language and science workrooms have protective screens installed between desks</p> <p>Reception desk and student window have protective screens installed.</p>	30/09/20	
	<p>1.3 Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p>	<p>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</p>	M	<p>Implement zoned areas of school – all entrances to be monitored and students reminded to wash hands on entry. Hand sanitiser available outside all classrooms.</p> <p>All to be allocated toilets within their zone and designated outdoor space.</p> <p>Physical signage in place on floors, walls and entrance points reinforcing one way</p>	31/08/20	L

				<p>system, social distancing, handwashing, etc.</p> <p>Movement at lunch to be supervised to ensure social distancing.</p> <p>Students will be able to eat breakfast in the canteen on year group tables</p> <p>Break snacks will be delivered to their bubble</p> <p>Lunch will operate on a pre-order basis only and year groups at a time called to collect and return to form rooms.</p> <p>Y7 – Rooms 1,4,5,6,7,8 Toilets – by room 5 Water cooler – by room 5 Entrance/ exit – junior entrance</p> <p>Y8 – L1,L3,17,18,19 Toilets – Ground floor languages block</p>		
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				<p>Water cooler – by room 5</p> <p>Entrance / exit – language block entrance</p> <p>Y9 – L8,L10,L11,L12, room13</p> <p>Toilets – 2nd floor languages block</p> <p>Water cooler – 2nd floor languages block</p> <p>Entrance / exit – Side door by drama</p> <p>Y10 – L4,L6,11,15,16</p> <p>Toilets – Library stairs ground floor</p> <p>Water cooler – Dining Hall</p> <p>Entrance / exit – Languages (shared with Y8 but door can be automatically held open)</p> <p>Y11 – Rooms 9,10,27,34,36</p> <p>Toilets – New Dining Hall entrance</p> <p>Water cooler – New Dining hall</p> <p>Entrance / exit – Dining Hall</p>		
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			<p>Y12/13 – L9a, 12, 35, 37, 22, 28, C1 Toilets – Drama Water cooler – Drama Entrance / exit – via languages gates for access to common room</p> <p>Y13/12 - M2, 38, S5, L9b, L5a, L5b, Loft Toilets – by reprographics Water cooler – Common Room Entrance / exit – via languages gates</p> <p>Late arrivals – via main office reception.</p> <p>Staff are encouraged to take breaks either in their department area or designated outside space</p> <p>Staff are discouraged from using fridges in the kitchen areas, however may do so at</p>	
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				<p>their own risk. Hands should be thoroughly washed / sanitised prior to using any shared equipment.</p> <p>Staggered end of day (3.25pm) implemented Y9,10 & 12 19th October</p> <p>Wet weather arrangements implemented 2nd November for allocated outdoor (non-field) spaces per year group</p> <p>For key worker / vulnerable students attending during school remote learning periods, students are considered to be one bubble and will enter / exit via dining hall and used shared bathroom facilities</p>	<p>19/10/20</p> <p>2/11/20</p>	
	1.4 Consideration given to premises lettings and approach in place.	Cannot be let and reassembled with sufficient time for cleaning in between.	M	Lettings will be reviewed in line with Government guidelines and school's ability to maintain a clean environment. Each hirer will be required to		

				<p>complete their own risk assessment to complement school's overall risk assessment.</p> <p>Lettings suspended effective 5th November for new restrictions period.</p> <p>Lettings will resume in line with government guidelines when appropriate.</p>	5/11/20	
	1.5 Consideration given to the arrangements for any deliveries.			Deliveries will be managed per normal procedure – managed through site office or main office for post and quarantined for 72 hours where necessary.	19/05/20	L
Emergency Evacuations & Lockdown	<p>2.1 Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	<p>Normal fire evacuation procedures will stand – priority of safe evacuation overrides need to social distance. Fire drill not held in bulk due to unnecessary risk of bubble mixing. Assemblies held for each year group e/c 28th Sep including refresher of fire drills,</p>	02/10/20	L L

	<p>2.2 Consideration given to PEEP (Personal Emergency Evacuation Plan) – buddies are assigned or reassigned according to available persons.</p> <p>2.3 Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Fire evacuation muster point will not allow for social distancing (lower risk than fire risk)</p>	<p>M</p> <p>M</p> <p>M</p>	<p>lockdowns, muster points and alarm sounds.</p> <p>PEEP responsibilities will revert to normal procedure</p> <p>Full review of students with impaired (permanent or intermittent) mobility to be conducted – should be roomed on ground floor from day 1. Lift use should be avoided except in genuine emergency due to contact contamination risks</p> <p>Fire muster point assessed by site staff and Business Manager – adequate space for social distancing for adults. Students will not be required to social distance in the event of</p>	<p>08/07/20</p> <p>02/06/20</p> <p>08/07/90</p>	<p>L</p> <p>L</p> <p>L</p>
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				an evacuation since fire risk outweighs social distancing risk.		
Cleaning and waste disposal	3.1 Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>		H	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by site and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Hand sanitisers to be fitted in allocated use areas</p>	15/06/20	L
	3.2 Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	Cleaning staff returned 1 st June – additional cleaning will be undertaken by site	01/06/20	L

				team or support staff volunteers		
	<p>3.3 Adequate cleaning supplies and facilities around the school are in place.</p> <p>3.4 Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser available at the school entrance and all priority zoned areas</p> <p>Bins in classrooms</p> <p>Students to be reminded to bring disposable tissues in to implement the 'catch it, bin it, kill it' approach.</p> <p>Tissues and sanitiser to be available in classrooms for use if required.</p> <p>Stock check and ordering schedule reviewed and order made.</p>	15/06/20	L
	<p>3.5 Sufficient time is available for the enhanced cleaning regime to take place.</p>		M	<p>All staff advised to leave the site within 90 minutes of student dismissal time in order for cleaning to be undertaken.</p>	w/c 15/6/20	L

				Morning cleaners to prioritise allocated teaching zones by 7.30am and then move on to general zones.		
	3.6 Waste disposal process in place for potentially contaminated waste.		M	Contaminated waste bags and containers - kept closed and stored separately from communal waste for 72 hours	Collections resumed w/c 1/6/20	L
Classrooms	4.1 Removed from partial-opening guidance.					L
	4.2 Classrooms have been re/arranged to allow as much space between individuals as practical.			Classrooms to be rearranged to face forward. Where possible, 2m will be left between teaching space and front row of students. Lessons should be taught with windows and doors open to maximise ventilation (excl room 5 – see below). No air conditioners to be used Room 5 fan upgraded during September - this	24/08/20	

				room can be used with the fan on and the door shut to maximise the natural ventilation throughput (exceeds minimum ventilation throughput without existing fan on as long as door is shut and vent slats are open)		
	4.3 entry and exit routes have been determined and appropriate signage in place.			See point 1.3.		
	4.4 Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of non essential equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Risk of contact contamination from equipment.	M	Cleaning materials to be provided in each classroom in use. Printing discouraged across the whole school due to high contact point on printers / photocopiers. Any requests should be sent to reprographics >72 hours prior to use to allow for time to quarantine.	w/c 15/6/20	L L

	<p>4.5 Resources which are not easily washable or wipeable have been be removed.</p>		<p>M</p> <p>L</p>	<p>Paper can be distributed as long as staff members wash hands and paper is distributed before the lesson.</p> <p>Non-Essential resources should not be shared or distributed. Staff will be provided with own key resources (mouse, whiteboard pens, etc) and wipes for keyboard covers and projector controls where needed.</p> <p>Students will be asked to provide own resources.</p> <p>Bring Your Own Device encouraged for students where needed, including mouse for use with school equipment. Keyboard overlays will be provided for use by students in IT rooms</p> <p>Students requiring use of school technology should be given appropriate cleaning</p>		
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	<p>4.6 Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>			<p>materials to ensure equipment wiped down after use - teachers will need to prompt at end of lessons.</p> <p>Students should bring resources required to school and not utilise lockers.</p> <p>Remove soft furnishings from classrooms Common rooms to be converted to study / breakout space using exam desks. Soft furnishings to be removed.</p> <p>Handwashing reminders already in place – per previous point other signage will be in place.</p> <p>Sanitising reminders will be outside every classroom, along with hand sanitiser.</p>		
Staffing	<p>5.1 Staffing numbers required for entire eligible cohort have</p>		H	<p>Teaching staff expected to be in full attendance,</p>		

	<p>been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p>First Aiders unable to work on site.</p>	<p>H</p>	<p>subject to risk assessments where required. Support staff will be on rota if required but above minimum requirements.</p> <p>Risk assessments reviewed in line with revised government guidance 5th November 2020</p> <p>During remote schooling, teachers may be working from home or on site in line with normal working hours and cover protocols & any appropriate risk assessments.</p> <p>First Aid primary and secondary cover will revert to normal procedure or alternate notified as an exception. DSL will be available. SENCO available, team and office members available.</p>	<p>Ongoing</p> <p>5/11/20</p>	<p>M</p> <p>L</p>
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				During periods of remote schooling where key worker / vulnerable children are on site a primary first aider and site member will be on site, plus 2 members of SLT.		
	5.2 Approach to staff absence reporting and recording in place. All staff aware.		L	Staff absence reporting protocol in place	19/05/20	L
	5.3 Arrangements for staff who are working from home are in place (clinically extremely vulnerable).		M	Ongoing communication in place – blended learning procedure implemented and staff working from home where required to isolate / shield	19/05/20	
	5.4 Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.			Risk assessments will be conducted for those previously advised to remain at home for medical reasons or with risk factors that are of concern to them.		L

				<p>Risk assessments reviewed in line with updated guidance effective 5th November 2020</p> <p>Risk assessments will continue to be reviewed as guidance changes.</p>		
	5.5 Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads)		L	Ongoing process in place	Ongoing	L
	5.6 Consideration given to staff clothing expectations and information shared with staff		M	Shared by Head	08/07/20	
	5.7 Approaches for meetings and staff training in place.		L	Staff meetings / training will be held at virtually in small groups Staff briefings will not be held in person but updates communicated via email.	15/07/20	L
	5.8 Consideration given to staffing roles and responsibilities with regards to contingency remote provision alongside in-school provision.		L	Teaching staff who are isolating, but well, will be expected to teach remotely via Teams Video. A second member of staff will be		

				<p>available in the room to supervise students.</p> <p>Teaching staff who are unwell will be expected to set cover in accordance with our current protocols</p>		
	<p>5.9 Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>5.10 If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>		L	<p>Redeployment not required at current staffing levels.</p>	15/06/20	L
	<p>5.11 Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>5.12 How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		M	<p>Staff are aware of available support and advice for schools and pupils https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	Ongoing	L

				Regular updates on resources distributed by Pastoral lead We subscribe to Essex Wellbeing Service and employees can ask for referral as required.		
	5.13 Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.		M	Arrangements for access testing communicated to staff Lateral flow testing in place weekly for staff replaced by home testing w/c 8 th March '21 Separate risk assessment undertaken for this process.	19/05/20	L
	5.14 The approach for inducting new starters has been reviewed and updated in line with current situation.		M	Inset days going ahead as planned with staff grouping as faculties for livestream updates.		
	5.15 Return to school procedures are clear for all staff.		L	Communication sent by HT 08/07/20 and ongoing.	08/07/20	L
	5.16 Arrangements to return any furloughed staff in place.		L	All completed	01/09/20	L
	5.17 Any staff contracts that need to be issued, extended or		L	Completed	31/05/20	L

	amended considering the current situation have been.					
	5.18 Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		L	No ongoing HR issues.	N/A	L
	5.19 Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		M	Check with the contractor any requirements their employer has specified before visit. Share school protocols. Visits should be limited to critical only (e.g. building site) Visitors should be pre-booked by agreement with a member of staff. Inventory touch screen to be disabled – staff to use fobs to sign in and out and visitors to wear own ID and escorted at all teams by CCHS staff member	Ongoing	L

	5.20 Arrangements in place for any employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.		M	Separate risk assessment is prepared for any proposed learning in school – including peripatetic music teachers. No other external provider should be arranged without a risk assessment	Ongoing	L
Social Distancing	6.1 Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Ensure children and young people always stay in the same groups on each day and do not mix on subsequent days. • Break and lunch times are staggered. Plans for social distancing during these times in place. • Toilet arrangements 		H	Each cohort to be separated into Year group bubbles – school arrival point, break, lunch and dismissal will be managed to minimise cross over. Pupils will be allocated “home” room where they will be taught during the day (listed earlier in this document) apart from specialist subject spaces (e.g. science, drama, art, music, computing, economics) which will be cleaned more frequently. Designated outdoor space, water and toilet facilities will be	05/06/20	L

				<p>communicated for each bubble. Students will not move round school during the day other than to and from their designated outdoor space, specialist teaching , water cooler or toilet from their home room.</p> <p>Students to be encouraged to use toilets during lessons (on managed basis) to minimise concentration of use during breaks.</p> <p>Access to the library will be via allocated days per year group and strict quarantine and delivery of books.</p> <p>During remote schooling where only key worker and vulnerable students in school, these are considered to be a single cohort or will be split into multiple 'bubbles' if number attending warrants it.</p>		
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	<p>6.2 Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p>		<p>H</p>	<p>Safe use of public transport is the student and parental responsibility in line with the prevailing government guidelines as they change.</p> <p>Information regarding buses communicated to parents and ongoing liaison with transport providers in terms of school responsibilities, staggered end times and communications to students</p>		<p>L</p>
	<p>6.3 Approach to avoiding young people entering school congregating and breaching social distancing is in place.</p>		<p>H</p>	<p>Early arrivals will be socially distanced in canteen to allow cleaning protocols to complete.</p> <p>On normal arrival (post 8am), students move straight to "Home Room" and sit at named table and wait for rest of class to arrive/class to begin.</p> <p>Arrival procedures re handwashing, social distancing documented in s.1.3.</p>	<p>09/06/20</p>	<p>L</p>

				Breaches of social distancing policy documented in s. 6.4		
	6.4 Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			Handwashing and cleaning (if needed) Conversations with parents with appropriate sanctions determined by head teacher. Risks assessments and individualised approach in place for students who might struggle to follow expectations	05/06/20	
	6.5 Approach to assemblies – if still occurring, plan in place to manage social distancing.		H	No assemblies to take place other than year group bubbles	N/A	L
	6.6 Social distancing plans communicated with parents, including approach to breaches.		H	Ongoing communication to parents via SchoolPost		L
	6.7 Designated outside space per group		M	Outside space usage to be staggered across year groups		L
Catering	6.8 Arrangements in place to provide food on site, including					

	the requirement of free school meals.	School kitchen has been closed.	M	<p>Kitchen to re-open for beginning of autumn term – ongoing conversation with Chartwell’s regarding this and tailoring offering to support capacity.</p> <p>During remote school periods where limited numbers of students on site, catering staff may be furloughed. Students on site will provide own meals – FSM vouchers will be provided to those eligible</p> <p>School catering will resume with limited offering w/c 8th March and then resume full pre-order process w/c 15th March</p>	25/08/20	L
	6.9 Arrangements for the continued provision of FSMs for children not attending school are in place.		H	Removed for commencement of autumn term when school will be open. Summer holiday food	07/07/20	L

				<p>vouchers ordered for eligible students</p> <p>Provision remains in place for FSM students not in school to receive vouchers</p>		
	<p>6.10 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>		H	<p>Breakfast will be available in the canteen to purchase with students sat on distanced year group tables</p> <p>Break snacks and lunch will need to be pre-ordered or purchased during bubble allocated time</p> <p>Break snacks will be delivered to central locations for each bubble, apart from Y11 who will be able to collect from the canteen due to proximity of their bubble classrooms.</p> <p>Students will be called to canteen in year group order and take</p>		

				<p>food back to home room to eat with a reminder to clean hands before eating. Students bringing in own lunch will eat in their home room. Each bubble will have a food wastage lidded bin that will be removed and sanitised each afternoon.</p> <p>During remote schooling periods where low numbers of students on site, they will be expected to provide own food.</p>		
PPE & First Aid	<p>7.1 PPE requirements understood and appropriate supplies in place. 7.2 Long term approach to obtaining adequate PPE supplies in place.</p>		H	<p>Higher quality PPE in situ for first aid purposes and ongoing stock check in place.</p> <p>All staff and students, unless exempt, required to wear masks in communal spaces. All students expected to wear masks in classrooms, unless exempt, w/c 8th March '21.</p>	12/06/20	L

				Staff expected to wear masks, unless exempt, where they cannot maintain 2m+ distance from students in classrooms		
	7.3 Social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers in first aid rooms, cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves, aprons, goggles, or face shields. All first aid equipment will always be accessible.		H	First aid room to continue to be available for non-suspected Covid 19 cases: Blankets in first aid room to be removed from usage for foreseeable future. Pillows only to be used on non Covid symptom students if absolutely necessary and disposable pillow cases used.	15/06/20	L
Response to suspected/ confirmed case of COVID19 in school	7.4 Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place 		H	Lead first aider for the day should be notified Room 3 to be used as designated isolation room per protocol PPE should be used by first aider and cleaning staff Stringent protocol to be communicated to parents regarding treatment of	Policy updated and distributed as required	L

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place • 			symptomatic staff or students and expectation of immediate collection, testing and isolation Engagement with test & trace process will be required.		
	<p>7.5 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 		H	Per in school hours protocol		L
Pupil Re-orientation	8.1 List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.		L	Requirement removed on full opening.	Ongoing	L
back into school after a period of closure/ being at home	8.2 Approach and expectations around school uniform determined and communicated with parents.		M	Communicated by HT 10/07/20	10/07/20	L

	8.3 Changes to the school day/timetables shared with parents.		L	N/A		L
	8.4 All students instructed to bring a water bottle each day. Water fountains cleaning arrangements in place.		M	Designated water fountains to be allocated. Included in enhanced cleaning and hand sanitiser & notices placed next to units.		L
	8.5 Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. 8.6 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.		M	Academic work has continued and celebration of achievements through weekly newsletter, social media and CultureFest	19/05/20	L
	8.7 Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	Regular updates provided regarding mental health wellbeing, support services. Renew counselling has been ongoing and students / staff made aware of availability. Bereavement document has been updated.	19/05/20	L

				Ongoing support through pastoral and DSL team will be in place		
	8.8 Re-orientation support for school leavers is developed.		M	Support will be in place for results days and next steps	08/07/20	
	8.9 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	All have been ongoing	19/05/20	L
Re-opening	9.1 All students have access to technology and remote learning offer is available as contingency as needed	Bubble needs to self isolate because of positive Covid-19 case	M	Remote learning contingency available and used as needed	08/07/20	
	9.2 Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.					
	9.3 Intelligence around critical worker parents – numbers intending to take up provision is known.		M	Requirement removed on full opening	19/05/20	L

Transition into new year group What will need to be different this year because of COVID19?	10.1 Online/ website support for families and young people around transition.		L	Newsletter in place, welcome meetings held and buddies to be assigned		
	10.2 Plan for transitions between school years Primary to Secondary <ul style="list-style-type: none"> • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 		M	Plans in place for primary to secondary transfers Book returns co-ordinated with leavers. Support will be available for GCSE and A level results days	19/5/20	L
Safeguarding	11.1 Individual CYP's risk assessments are in place and welfare checks being undertaken.		M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups	Ongoing	L
	11.2 Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	MyConcern has been available throughout school closure. Ongoing distribution of materials relating to student wellbeing by Pastoral lead.	Ongoing	L
	11.3 Updated Child Protection Policy in place.		M	Adopted most recent Protection Policy	08/07/20	L

	11.4 Work with other agencies has been undertaken to support vulnerable CYP and families.		H	Ongoing with social care/school nurse/ CARA/D-BIT and many others.	Ongoing	L
	11.5 Consideration given to the safe use of physical contact in context of managing behaviour.		M	Review individual consistent management plans to ensure they include protective measures.	Ongoing	L
Curriculum / learning environment	12.1 Current learning plans, revised expectations and required adjustments have been considered.		M	Students identified by AHT Pastoral, YLs and SENCo as requiring immediate support will have adjustments made upon their return. Further adjustments will take effect after a period of monitoring and evaluation in the autumn term	Ongoing	L
	12.2 Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? 12.3 Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 		H	Each head of department is undertaking a risk assessment where physical activity takes place and may need to be limited. Example of changes to activity involve science demonstrations, limiting PE activities indoors and use of equipment in drama	Ongoing	L

	<p>12.4 Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes Utilising DfE 'catch up' funding Contingency remote learning plan 		M	staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	Ongoing	L
	12.5 Student behaviour policy reviewed to reflect current circumstances.		M	New temporary Home School Agreement signed for each CYP as an addendum to existing Behaviour Policy	Ongoing	L
	12.6 Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan					
CYP with SEND	13.1 Approach to provision of the elements of the EHCP including health/therapies.		H	Ongoing under SENCO review	Ongoing	L
	13.2 Annual reviews.		M	In place.	19/5/20	L

	13.3 Requests for assessment.		L	Will be handled per normal procedure.	Ongoing	L
Attendance	14.1 Approach to promoting attendance for all year groups determined, including those who may be anxious		L	Expectations clearly communicated home and close monitoring from attendance officer and YLs.		L
	14.2 Approach to support for parents where rates of persistent were high before lockdown.		L	All students of concern are supported whether PA or not.	19/5/20	L
Communication	15.1 Information shared with staff around the full re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		M	Ongoing	Ongoing	L
	15.2 Governors consulted on full opening plans Union reps consulted on full opening plans Risk assessment published on website		M	Ongoing		L
	15.3 Communications with parents: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support • Attendance • Uniform 		M	Ongoing Parents Evenings held by MS Teams		L

	<ul style="list-style-type: none"> • Transport • Behaviour • Test and trace • Staggered end times • Expectations when in school • Contingency plans 					
	<p>15.4 Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 		H	Ongoing		L
	<p>15.5 On-going regular communication plans determined to ensure parents are kept well-informed</p>		M	Ongoing communication	19/05/20	L
Governors/ Governance	<p>16.1 Meetings and decisions that need to be taken prioritised.</p>		M	Virtual governing body meetings – schedule agreed at Management Committee meeting held 20/5/20. Schedule in line with statutory requirements.	20/5/20	L

	<p>16.2 Governors are clear on their role in the planning and full opening of the school, including support to leaders.</p> <p>16.3 Approach to communication between Leaders and governors is clear and understood.</p>		M	<p>Discussed at virtual meetings.</p> <p>Weekly updates shared with Governors or ad hoc as pertinent.</p>	Ongoing	L
	<p>16.4 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 when these will be reviewed and potentially reinstated.</p>		M	<p>Schedule of revised governor meetings published and agreed. Statutory requirements being followed with regards to formal reviews and sign offs, however other aspects such as site visits are on hold.</p>	20/5/20	L
School events, including trips	<p>17.1 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.</p>		M	<p>All trips and visits under ongoing review, including cut off dates for withdrawal / payments, etc. Not anticipated that trips / visits will take place during Spring term, in line with insurance and government advice.</p>	19/05/20	L

Finance	18.1 Additional costs incurred due to COVID19 are understood and clearly documented.		H	All cost drivers understood and documented by finance team – initially estimated and then documented as finalised	19/05/20	M
	18.2 Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		H	DfE reimbursement process applied for – further claim expected Spring term	21 st July 2020 then further opportunity in Spring	
	18.3 Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		H	All documented.	Ongoing.	M
	18.4 Insurance claims, including visits/trips booked previously.		H	All claims to date filed and being tracked.	Ongoing	M
	18.5 Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 		M	<p>Only catering to be restarted in September Waste disposal resumed w/c 1/6/20 All other services continued during school closure.</p> <p>Catering to be resumed following lockdown in January '21 on 8th March with limited services and full (pre-</p>	<p>Kitchen resumed 1st September – menus and process agreed 25/8/20</p>	L

				order) service on 15 th March		
	18.6 Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		L	Per normal procurement policy.	19/05/20	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance		L	Only curriculum based after school clubs currently permitted	Ongoing	L
Testing	Test kits are securely stored and distributed to staff and students		L	Staff (self-testing) Test kits are stored in main office and distributed as required. Student kits not received as of 4 th March. Onsite lateral flow testing stored securely	Ongoing	L
	Staff and students are aware of how to safely take and process the test. Shared the following : <ul style="list-style-type: none"> NHS instruction leaflet Training video and online resources on the document sharing platform Contact details if queries Process for reporting incidents 		L	Staff have been issued with instruction leaflet and an internal email regarding the process. Reporting process for staff in place but ongoing process is still being defined as dependent on ECC software procurement	Ongoing	L

	Staff and students are aware of how to report their test results to school and to NHS Test and Trace.			process due w/c 8 th March Students and parents have been provided with information on the testing process for the lateral flow testing happening onsite w/c 8 th & 15 th March and consent sought.	
	Staff and students are aware of how to report any incidents both clinical and non clinical.		L	Staff are aware how to escalate and H&S incident. Students will be monitored during LFT clinics w/c 8 th March and incidents escalated through clinic protocols.	L
	Process in place to monitor and replenish test supplies		L	Process will be implemented post receipt of initial kit allocation	L