Honywood School

COVID19: MARCH Opening Risk Assessment and Plan (8/3/21)

LGB Approved: SAT Board Approved:

Date: Date: Review Date 1:

                                                                                         Review Date 2:

                                                                                         Review Date 3:

Purpose of this document:

This COVID19: Risk Assessment & Action Plan document sets out the decisions taken and measures put in place to prepare for the opening of the school in March and ensure the school continues to operate in a safe way. Existing policies & guidance continue to apply alongside the actions within this document, including but not limited to:

- Guidance for full opening of schools
  - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
- Restricting attendance during the national lockdown: Schools
  - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf
- Whats working well in remote education
  - https://www.gov.uk/government/publications/whats-working-well-in-remote-education/whats-working-well-in-remote-education
- Health and Safety Policy
- Cleaning RA & Schedule
- First Aid Policy
- Catering RA
- Child Protection Policy
- Behaviour Policy
- Code of conduct
- 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
- BAMEed Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings

OWNERS:

Site safety and cleaning - PBs and JSa **In school Provision – JBr, JHi, DSm,**

Timetabling/Rota – JMu **Communication and policies – JSa, JMu, SCa, JBr**

Remote Learning / Training – JMu, DCa and AMc **Lateral Flow Testing - JSa,**

Contents

Version Control

Version	Revision Date	Revised By	Section(s) revised	Reason for revision

Action plan overview

SUMMARY of responses and actions in light of the July 2020 guidance for full opening system of controls modified to take into account partial opening under January lockdown guidance (restricting attendance during the national lockdown) for vulnerable learners and those of critical workers (part two shows our full risk assessment and action plan)

1.1: Minimise contact with individuals who are unwell by ensuring that those who have the coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school:

    a. Communication to all parents and learners around the importance of this
    b. Home-school agreement makes this requirement explicit
    c. Staff code of conduct makes not obeying track and trace/self-isolation a disciplinary offence
    d. Where a learner or member of staff becomes unwell at school with a new continuous cough or high temperature:
        i. Medical should be alerted.
        ii. The learner/ member of staff should be isolated immediately in a closed room with the windows open.
        iii. PPE should be used by staff in vicinity and handwashing protocols followed
        iv. A learner should be sent home as soon as parents/carers can be contacted and told they should get a test and inform school of outcome; the member of staff should leave the site as soon as possible and will be asked to get a test and inform the school of the outcome
        v. There should be a full bleach based clean of the areas the learner/member of staff has been in.
    e. Should a member of the school community have a positive test for COVID -19, the school will contact PHE and follow the advice given around which individuals/groups should be asked to self-isolate. Communications protocols need to be in place for this
    f. Learners required to get a PCR test prior to returning to school - even if no symptoms. Communicated and confirmed before learner begins
    g. Lateral Flow Testing will be set up in school. Lateral Flow test will be available weekly to test staff and learners attending the site.

1.2: Where recommended, the use of face coverings in school

    a. Masks compulsory for all staff and learners when under supervision in class (until Easter) and in communal areas.
    b. Communication to all parents and learners around the importance of this via home school agreement and phone call prior to taking up key worker offer
    c. Home-school agreement makes this requirement explicit
    d. Regular communication to Staff via bulletin
    e. All classrooms to be supplies with pack of spare masks - children encouraged to change masks if they get damp

1.3: Clean hands more often than usual

    a. All classrooms will be equipped with alcohol gel and staff will be asked to ensure all learners use this regularly (minimum - at start of all lessons). Learners will be encouraged to bring their own hand sanitizer to use at other times and will also be encouraged to wash their hands thoroughly after using the toilet and also when opportunities arise.
    b. All food outlets will have alcohol gel dispenser points; supervising staff will monitor use.
    c. Posters in the toilet areas and around school will remind learners of the importance of handwashing and of the best technique
    d. Messaging around the importance of good hand hygiene included in briefings for learners

e. Expectations around hand hygiene included in the Home-School Agreement

1.4: Ensure good respiratory hygiene by promoting "catch it, bin it, kill it" approach.

  a. All rooms to have a supply of tissues, checked and replenished by the cleaning team
  b. All rooms to have bins checked and emptied each day
  c. Messaging around the importance of "catch it, bin it, kill it" approach included in briefings for learners.
  d. Posters put up in all classrooms around the importance of "catch it, bin it, kill it"
  e. Expectations around "catch it, bin it, kill it" approach included in the Home-School Agreement
  f. Masks are available for staff that require them and have not brought their own in. Visors available too as an addition - not a replacement.
  g. Children provided with an additional space between LS2 and 3 to allow for mask break. Teacher discretion can be used to support learners having difficulty in class. Plans in place for vulnerable and hub learners that require arrangements related to masks.

1.5: Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach

  a. Continuation of current practice of additional cleaning of priority areas and touch points including doors, toilets and eating areas.
  b. Reduction of touch-points (doors propped open, where safe to do so)

1.6: Minimise contact between individuals and maintain social distancing whenever possible

LEARNERS

Reducing contacts in school
  · All year groups will be kept in year group bubbles. Although learners will pass on corridors and use same spaces, they will not have any further contacts/extended contacts in school.
  · No mixed year group activity will run until further notice
  · Year groups will have allocated areas for breaks and lunchtimes

Social distancing at start of the day
 Staggering entry to school:
  · Learners go straight to lesson 1 and to sit and wait for lesson to start – am reg taken here. Learners encouraged to go straight into school so that a natural stagger is created.
  · Each year group given a different entry door where possible (supervised) at the start of the day; this will allow monitoring of entry and ensuring any learners choosing to wear a face mask know how to remove it safely.
  · Learners reminded of importance of walking to school in a socially distanced way in Health and Safety briefings.

Social distancing at END of day
  · Flexible staggered rota at the end of the day to ensure crowding is minimised on the exit route.
  · BUSES: Duty team to monitor waiting and queuing arrangements in designated zones should the buses not be immediately available

Improving social distancing between lesson change overs

One-way system marked out across site (up stairs and down stairs)
· Staff asked to stand in the corridor at lesson changeovers to be ready to welcome next class and to ensure learners follow one-way and do not loiter. – learners straight in.
· Doors propped open to reduce touch points, where safe to do so.
· Learners in classrooms with external doors to be dismissed by those external doors where possible.

Improving social distancing at break and lunchtimes
· Each year group allocated to a ZONE of the field
· Split lunch system to have no more than 2/3 year groups on lunch at a time – one ks3 one ks4
· Field to be open at break and lunchtimes
· All learners to be asked to go OUTSIDE (unless weather is poor – see below)
· Each Year group allocated to a different food outlet at any one time (grab and go; same offer from each outlet)
· Food items sold individually to improve speed and collection of waste.
· Timetable alterations to reduce crowding (see below)

In the event of wet weather at break or lunch, staff could be expected to be on duty for maximum of 50% of the break/lunch period (usual rules around duties may have to be suspended to ensure health and safety of learners) - this will not affect paid duties or duty rota. Learners will spend the break/lunch period in a pre-allocated space/classroom – room from next/last lesson (could be tricky with the split lunch – so a designated room may be assigned for some groups)
A map of the school showing zones for both good weather and poor weather will be shared with all staff and learners.

Reducing the risk of contact with COVID-19 on equipment
· Learners will be advised to bring ipad, personal sanitiser, pen, pencil, ruler, calculator, water bottle and relevant books to school each day.
· No sharing of equipment
· All reusable equipment will be cleaned between classes (spray, wipes or washing)

Reducing the risk in the classroom environment
· Windows and doors should be kept open (as far as possible) to ensure good ventilation
· Learners will be seated in the safest possible arrangement. Each classroom must have a seating plan which must be followed. The importance of this should be put in home school agreement. Seating plan records kept up to date to support track and trace.
· Staff have access to PPE should they require it.

Learning Support Department
· SEND and FLT team to risk assess all support activities and determine actions needed to support one to one support in school and one to one support remotely should it be required

Reducing large groups being asked to be in one space
· We will minimise assemblies and large gatherings and will use google meet where it is appropriate to do so. Where group gatherings are required learners directed to wear masks.

Ensuring all learners are prepared for "Lockdown provision" · Speak to all families before learners start. Ensure they have had a negative test before beginning and confirm home school agreement expectations.

STAFF
Reducing the risks in the classroom · When in school Teacher area in room is to be more than 2m from nearest learner - seating plan records maintained · All teachers to have option to use face-shields as well as their masks - which all are required to wear when social distancing is not possible · All teachers have been briefed in autumn term on safe teaching practices and measures being implemented.
Reducing the risks in offices and other work-spaces · Signs on the door of each office show the recommended maximum number that can use the space on the door of each office. If the office has reached the maximum number, staff advised to work in a different space/classroom · Staff encouraged to work at 2m distance · Additional cleaning of office spaces with alcohol gel and spray cleaner available for staff to use as required (particularly for touch points such as water coolers and printer/copier)
Reducing the risks in meetings · Where possible meetings should be held remotely - if in person then social distancing should be maintained and masks worn if space is more enclosed and less ventilation · For those managing the site daily briefings should be kept to 15mins in large well ventilated spaces - never have whole leadership team together at once. · 2m distancing to be followed in all meetings that must take place within school. · Where 2m distance cannot be followed, meetings should be virtual. · All Training Days are be remote
Reducing the risks for the most clinically vulnerable staff · All staff in the extremely clinically vulnerable category (and other colleagues as appropriate) will be spoken to by LM to discuss additional modifications that will be put in place on a case-by-case basis - recommended that they work entirely from home - respond to guidance.

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

a. All staff will have the option to use a face shield in addition to their mask
b. School medical room team and first aid team will be instructed to wear PPE if they are called to deal with an individual with coronavirus symptoms at school.
c. For learners requiring intimate care PPE will be provided for the staff as required. (this includes SEND team)

1.8: Always keeping occupied spaces well ventilated

      a.   All staff reminded to keep rooms well ventilated and to refresh air at least every lesson
      b.   Site team to monitor rooms that have not been ventilated so that additional advice can be provided to staff
      c.   Recommend that meetings lasting more than one hour take a break midway to refresh air

1.9: Engage with track and trace

      a.   Handbooks and comms to advise staff, parents and learners appropriately, in line with the full track and trace guidance
      b.   Requirement to engage with track and trace set out in home-school agreement and staff code of conduct
      c.   Should a positive case emerge in the wider community, contact will be made with the local public health protection team and all advice will be followed.
      d.   Seating plans kept up-to-date and available at all times to aid track and trace decisions - essential that they are adhered to.

Further measures (including around specific subjects, behaviour, preparing for any future virtual activity, management of the estate etc.) included in the detailed risk assessment that follows. The risk assessment is structured to mirror the sections and categories from the DfE guidance.

Risk assessment follows

Mapped to DfE guidance Five sections

Section 1a: Public health advice to minimise (COVID-19) risks Prevention

1.1: 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, do not attend school		
Control Measures	**Risk to Implementation**	**Action Required / Decision Made**
1.1.1 Approach to **confirmed COVID19** cases in place	Time delay between getting result from family/NHS/Staff	Regular communication to staff, families and learners and home-school agreement establish and reinforce the importance of rapid identification and communication. All current PHE/DfE guidance should be followed re any expected self-isolation of those in bubble/year group/staff in contact with learner(s). Use close contact definition to identify who should isolate: face-to-face contact including being coughed on or having a face-to-face conversation within one metre ● been within one metre for one minute or longer without face-to-face contact ● sexual contacts ● been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ● travelled in the same vehicle or a plane
	Delay in getting equipment in to deep clean	Ensure stocks are available including bleaching materials. Deep clean of areas signed off before reuse of specific areas.
	Test and Trace affects a large body of staff and makes opening unsafe	Protocol and checklist used to communicate with families and All staff - ensure everyone understands that they do not attend school if case is confirmed or suspected and should follow guidelines on isolation - currently 10 days for confirmed.
	Too many staff are required to self isolate for a period of time.	Protocol to modify staffing rota and collapse year groups should staffing capacity be affected - full closure where appropriate.

1.1.2 Approach to **suspected COVID19** cases in place during school day:	Learner remains within learner body, despite developing symptoms	If a child or member of staff becomes unwell with a new continuous cough or high temp, SLT/First aid should be alerted - included in staff handbook.
	Lack of PPE equipment available	The learner or staff member should be isolated immediately in a closed room with window open (office space in learner reception to be used) or appropriate outside space. PPE should be used by staff in the vicinity. The learner should be sent home as soon as parents/carers can be contacted. Staff should be sent home immediately if it is safe to do so or transportation arranged. There should be a full bleach based clean of the areas the learner has been in - stocks maintained and reviewed weekly. The learner or staff member should be advised to seek a test and self-isolate for 10 days. (If tested and negative, they may return earlier)
		Protocol in place to communicate with families and All staff. Advice provided in home school agreement and staff handbook.
1.1.3 Approach to **confirmed COVID19** case through Lateral Flow Test in place during school day:	Learner remains within learner body	If a child or member of staff receives a positive Lateral Flow Test result they will remain socially distanced in their group (which will minimise risk) until a member of staff collects them to keep them in a separate space whilst they await collection from parents who will be contacted. Guidance to take a PCR test will be provided to the family in response to latest guidance - currently they do not need a confirmatory PCR.
	Lack of PPE equipment available	The learner or staff member should be isolated immediately in a closed room with window open (office space in learner reception to be used) or appropriate outside space. PPE should be used by staff in the vicinity. The learner should be sent home as soon as parents/carers can be contacted. Staff should be sent home immediately if it is safe to do so or transportation arranged. The learner or staff member should be advised to seek a test and self-isolate for 10 days. (If tested and negative, they may return earlier)
		Protocol in place to communicate with families and All staff. Advice provided in home school agreement and staff handbook

1.1.4 Approach to **staff absence** reporting and recording in place. All staff aware.	Staff forget to report absence, leaving groups unsupervised	Same absence recording procedures in place as before COVID. HR guidance circulated. Email reminders in place. Records kept of isolation start and end dates if COVID related - staff directed to work from home if isolating.
1.1.5 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.	Contractors may breach the guidelines established for our building. Additional people in the building. Visitors come to school displaying covid symptoms.	Pat Bash and Peter McLean to Check with the contractor any requirements their employer has specified before visit and share school protocols/RA regarding covid and not attending the site. Where possible all maintenance visits to take place outside of school hours or away from children and staff. External Risk assessments should be requested before arriving on site. Where possible all non essential visits for meetings to be held virtually.
*1.1.6 Arrangements in place for any **externally employed adults** delivering learning in school e.g. peripatetic music tutors, EP etc.*	*These peripatetic staff are less well versed in the expectations of Honywood at this time and may be unfamiliar with control measure Visitors come to school displaying covid symptoms.*	*Risk Assessment carried out for specific activities.* *Briefing document created and provided for visiting tutors prior to arrival.* *Share school protocols regarding covid*

1.2: Where recommended, the use of face coverings in schools		
Control Measures	**Risk to Implementation**	**Action Required / Decision Made**
1.2.1 Staff/learners use of face masks	Changing government guidance Staff do not have access to a mask	Stock of masks kept. Communicate that masks are a compulsory requirement. Parents spoken to before return. If learners require a mask they should source their own - masks in every class

1.3: Clean hands thoroughly more often than usual

Control Measures	Risk to Implementation	Action Required / Decision Made
1.3.1 All learners/staff **wash hands** or use alcohol gel regularly (at a minimum before eating and at the start of each session.	Supplies of alcohol gel or tissues run out Staff/learners forget expectations Allergies to hand washing/sanitising products There is not sufficient time for learners/staff to complete handwashing at key points in the day eg: break and lunch	Supplies already ordered. Stock available centrally from the trust. Sanitiser available in all classrooms - stock checked weekly Briefings for staff and learner and home-school agreement establish and reinforce the importance of this. Routines established (and in staff handbook) Equipment list for learners includes bringing in personal bottle of sanitiser. Posters put up to remind everyone of the importance Use of staggered break and lunch cuts down number of learners needing toilets at any one time. Supplemented with sanitizer in each room also. This will need to be reviewed during the first week of operation.
1.3.2 Enhanced **cleaning regime** is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	Lack of equipment/antiseptic cleaning fluids	Additional supplies of all cleaning fluids/alcohol gel to be ordered and stock levels maintained. Priorities and priority areas established each day by cleaning team. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Handwash and alcohol gel stations are to be checked and replaced daily by cleaning staff. Additional cleaning sprays/wipes left in teaching spaces, offices and on photocopiers for staff to use Additional hand cleaning stations at key communal areas

| 1.3.3 **Toilets** – measures have been taken to avoid breaches of social distancing in toilets | Narrow areas around sinks/dryers lead to people being in close proximity to others | Numbers of learners in toilet blocks controlled by staff on duty to avoid cohort mixing and limit numbers. To avoid everyone needing to use toilets at break or lunch learners are permitted to use them at any time. Staff toilets to have a bolt fitted on the outer door to ensure only one at a time.
Relaxed view on punctuality if a result of increased hand washing time. |

1.4: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Control Measures	Risk to Implementation	Action Required / Decision Made
1.4.1 Staff/learners use **tissues** and dispose of them properly	Supplies of tissues run out	Supplies already ordered. Stock available centrally with the trust. Tissues and lidded bins available in all classrooms - stock checked regularly; bins emptied daily as part of cleaning regime.
	Staff/learners forget expectations	Briefings for staff and learner and home-school agreement establish and reinforce the importance of this. Routines established (and in staff handbook).
	Allergies to products	Equipment list for learners includes recommending bringing in personal pack of tissues. Posters put up to remind everyone of the importance.
1.4.2 Enhanced **cleaning regime** is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	Lack of equipment/antiseptic cleaning fluids	Additional supplies of all cleaning fluids/alcohol gel to be ordered and stock levels maintained.
	Lack of guidance in dealing with potentially contaminated material in bins	Priorities and priority areas established each day by cleaning team Handwash and alcohol gel stations are to be checked and replaced daily by cleaning staff

1.4.3 Staff/learners use of face masks	Changing government guidance Staff do not have access to a mask	Stock of masks kept. Communicate that masks are a compulsory requirement. Parents spoken to before keyworker provision taken up. If learners require a mask they will need to source their own

1.5: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

Control Measures	Risk to Implementation	Action Required / Decision Made
1.5.1 Enhanced cleaning regime is in place in line with COVID-19: Cleaning in non-healthcare settings guidance.	Areas of the school not cleaned in line with recommendations.	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points (work surfaces, desks, door handles/plates, taps, light switches) are cleaned frequently. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Additional cleaning sprays/wipes left in offices and on photocopiers for staff to use each use. Priorities and priority areas established. Hand Wash and alcohol gel stations are to be checked and replaced daily by cleaning staff.
1.5.2 Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Absences in cleaning team. Not enough staff available to cover all areas of the school to be cleaned in line with recommendations due to staff absence. Staff not trained properly	Back up plans put in place using trust staff and additional site staff to support gaps in staffing Briefing for staff on cleaning rota and expectations
1.5.3 Adequate **cleaning supplies** and facilities around the school are in place along with arrangements for longer-term continual supplies.	Lack of equipment/antiseptic cleaning fluids.	Additional supplies of all cleaning fluids/alcohol gel to be ordered and stock levels maintained.

	Potential for contaminated tissues to be left in bins.	Bins emptied regularly. Hand sanitiser available at the school entrance and in all classes.
1.5.4 Sufficient time is available for the enhanced **cleaning regime** to take place.	Pressure on team owing to additional cleaning/staffing shortages means that some key tasks are missed	On-going cleaning throughout the day. Priority tasks and areas established. All staff advised to leave the site by 4.30pm in order for cleaning to be undertaken.
1.5.5 **Waste disposal** process in place for potentially contaminated waste from suspected case	Staff not following procedures for contaminated waste	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). First Aid and contaminated waste is collected in yellow hazard bag
1.5.6 **Shared equipment** and cross contamination considerations	Cleaning staff sharing equipment	Cleaners provided with individual cleaning equipment so that sharing is minimised. Where equipment is shared a protocol to clean after and before us will be put in place Where possible shared equipment will be left for 72 hours between uses. Classrooms to be provided with gloves and disinfectant spray and wipes

1.6: Minimise contact between individuals and maintain social distancing wherever possible

Control Measures	Risk to Implementation	Action Required / Decision Made
1.6.1a Robust **timetabling and zoning** to keep learners in **cohort bubbles**	Zoning is not clear Supervision is not adequate	bubble groups assigned to specific areas when outside on break or lunch. Internal zone arrangements (for bad weather) mapped and shared. Staff Rota is in place; all learners expected to be outside at break and lunch, reducing room supervision requirements. . All office spaces to indicate maximum occupancy levels.
1.6.1b Robust arrangements in place for **social distancing** for staff and children.	Staff and Learners do not follow the rules.	Communication to staff, parents and learners re: arrangements. Home/school agreement to set out expectations. Staff handbook and briefing. Learner induction. Signs around school in corridors and classrooms reminding learners and staff of the guidelines. 2m markers in all corridors and outside reception and ONE WAY ARROWS put in place in corridors and outside
1.6.1c Information shared with parents regarding pupils **travelling to school,** encouraging walking for local learners and avoiding public transport as much as possible.	Learners do not follow guidance when walking through built up areas. Learners have no option but to use buses - public and contract.	Communicate to parents about arrangements for school arrival and to remind learners of expected behaviour on way to and from school - home school agreement. Bus company to confirm arrangements with school. Arrangements (e.g. face-masks) shared with parents and learners.

1.6.1d Approach to avoiding children and young people entering school **congregating and breaching social distancing** is in place.	Learners congregate with friends, breaching social distancing.	Parents/learners are informed that they can come on site from 8.45am. Home school agreement and behaviour policy updated to reflect the need to maintain social distancing and avoid crowding On arrival, learners move straight to their nominated room (lesson 1 not form) and sit in their designated place and wait for the rest of class to arrive/class to begin.
1.6.1e Approach to potential **breaches of social distancing** in place, including in the case of repeat or deliberate breaches. Learners should allow staff to keep 2m distance and should NOT touch each other	Learners congregate with friends, breaching social distancing; learners wishing to be provocative in deliberately breaching guidelines.	Conversations with learners and communication with parents. Risks assessments and individualised approach in place for learners who might struggle to follow expectations. Revised behaviour policy with clear escalation of sanctions. Refusing to take distancing seriously to be a major breach with associated consequences. Social distancing plans communicated with parents, including approach to breaches.
*1.6.1f Consideration has been given to what **activity** is more difficult/not possible to be undertaken with social distancing in place.* *Each **activity should be risk assessed** and should not be run unless the risks can be mitigated: PE: Practical science lessons; DT*	*Staff not prepping in enough time.* *Staff not taking into account split lessons*	*Risk assessments to be completed for PE, Art, DT, Science – in line with curriculum model and use.* *Risk Assessments to be passed as appropriate by SLT Line Manager before this type of lesson is undertaken for the first time.* *These expectations are shared in the Staff Handbook.*

1.6.1g Arrangements in place for the use of **outdoor areas** in lessons and at break/lunch.		Spaces planned out and designated to bubble groups
1.6.1h Toilets – measures have been taken to avoid breaches of social distancing in toilets	Narrow areas around sinks/dryers lead to people being in close proximity to others	Toilet blocks allocated to different groups (both for staff and learners). Numbers of learners in toilet blocks controlled by staff on duty - one in one out system. Each group/bubble has own toilet block. Staff toilets to have a bolt fitted on the outer door to ensure only one at a time.

1.6.2: How to group children

Control Measures	Risk to Implementation	Action Required / Decision Made
1.6.2a Group learners in keyworker bubbles to minimise contact across different groups	Learners ignore rules on social distancing Routes and zones not clear	Timetable in place with assigned staff to each room to monitor SD and ensure groups do not mix, Food delivered to rooms to avoid potential mixing in kitchen area.
1.6.2b Avoid grouping learners in large groups within timetable - the exception being lunch and break - give guidance to encourage social distancing	*Learners ignore rules on social distancing*	*No large group activities such as assemblies or drop down extra curricular gatherings.*

1.6.3: Measures within the classroom

Control Measures	Risk to Implementation	Action Required / Decision Made
1.6.3a Teacher space created to enable safe circulation and maintenance of social distancing	Classroom size	All Key worker Room arrangements planned out and marked out - record kept of each layout. Teacher space (2m, where possible) and desk established Evaluate class size according to room to ensure it fits. For classes that are large look to reroom or put additional measure in place.
1.6.3b Classrooms re/arranged to allow as much **space between individuals** as practical. Front facing to avoid **children facing each other** Training given to staff on **teaching from the front.** If have to approach a child, go behind them if possible and keep head above child's head.	Children move desks during lesson or move away from their designated desk during the lesson. Behaviour/medical issue arises that would usually be dealt with at closer proximity than 2m.	Seating plan completed for each room – all learners to have allocated place facing front of class and seating plans stored. Plans on display in all classrooms Remove excess furniture to create additional space. Behaviour and intimate care policies (and any other relevant policies) updated to reflect situation. Home/school agreement updated to reflect situation and shared with parents. Staff trained on how to respond to different scenarios.
1.6.3c Classroom **entry and exit** routes have been determined and appropriate **signage** in place.	Learners do not follow designated routes leading to crowding on corridors in breach of guidelines.	Ensure signage up and securely fastened Duty staff to support efficient entry and exit to rooms from corridors

1.6.3d Appropriate **resources** are available within all classrooms e.g. IT, age specific resources. 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].	Learners forget guidelines. Learners forget equipment and borrow from others. Learners do not have tissues.	Home school agreement and verbal checks in place each day. Learners told to bring their own pen, ruler and calculator etc to school. Supplies for lending out in each classroom (which will then be sanitised, if used) Tissues and alcohol gel provided in each room as well as gloves and disinfectant spray.
1.6.3e Classrooms have **maximum ventilation** possible to allow for good airflow.	Staff forget to open windows/doors. To achieve a quiet working environment, staff choose to close the door.	Posters on doors and on teacher's desk to remind them to open windows and doors (and then to close them as a part of any fire evacuation. Fire Marshall walk through check carried out.
1.6.3f Reduce **cross contamination** of equipment	Learners forget equipment Learners share equipment	Provide updated equipment list including the need for ipad to be fully charged Teachers provided with wipes to wipe equipment in the event that it is used by more than one person. For practical subjects such as PE an individual RA should be completed for specific activities and signed off by JSA Wipes provided in classrooms and handed out to learners- Learners required to wipe computer keyboards before they use them

1.6.4: Measures elsewhere

Control Measures	Risk to Implementation	Action Required / Decision Made
1.6.4a Arrangements in place to **provide food to staff and learners** on site over lunchtime, including the requirement of universal free school meals.	Catering staff are not working in a safe way Groups mix in catering areas.	Kitchen closed to walk in custom; induct staff returning from furlough. Catering staff to wear face masks through food prep and service. Catering staff work areas separated and numbers in the kitchen controlled. Ordering service in place and food delivered to key rooms.
1.6.4b Arrangements for the **provision of Meal Deal** for all (including FSM)	Menu not adjusted and items on sale do not allow for a meal deal/ do not meet nutrition guidelines Learners working from home do not receive FSM.	KFr to work on weekly menu and ensure standards met and meal deal offered each day. CVn to administer voucher scheme for learners at home.
1.6.4c Arrangements for **when and where** each group will take **lunch** (and snack time if necessary) are in place so that learners do not mix other groups.	Learners mix, increasing the number of contacts and increasing transmission risk. Cross contamination through different bubble/cohort groups using same lunch space	Staggering and allocation of areas to ensure separation. Learners eat outside in their Zone (or in timetabled classroom in wet weather) Controls and responsibilities shared with all staff in handbook Timetable to create a delay between lunch sittings so that cleaning can take place - wipe down of surfaces and contact points
1.6.4d Additional measures to minimise **cross contamination** of IT equipment	ipad repairs are handled by staff	Where possible ipads will be left for 72 hours then sprayed with disinfectant before being worked on. Spare ipads should be kept to issue if there is a prolonged delay and the learner needs one more quickly

| 1.6.4e Use of face masks | Learners and staff anxious about removing masks | Follow national guidance on use of masks - currently face masks used by everyone at all times.

Current guidance - Communicate to learners and staff that masks are optional and are not required. Visors are also available for staff that need to teach and are hampered by the use of a mask. |
| | Learners with additional needs unable to wear their mask. | Communicate with family to establish circumstances and modify offer to ensure SD in place - utilise hub space for specific learners and provide additional PPE to staff. Learners not in main group population. |

1.6.5: Measures for arriving at and leaving school

Control Measures	Risk to Implementation	Action Required / Decision Made
1.6.5a Arrangements are in place to support social distancing at the **start of the day**	Groups of learners loitering for too long	*Seperate entrances for each cohort - directed by one way system. Seperate entrances for different cohorts - sign posted* *Staff duty rota to monitor one way system keep corridors clear* No morning registration - Learners go straight to keyworker room Staff go straight to keyworker room
1.6.5b Arrangements are in place to support social distancing at the **end of the day**	Groups of learners loitering for too long	Use of one way system Staff on duty to monitor one way system keep corridors clear and usher straight off site to collection point

| 1.6.5c **Entry and exit routes** to the school are in place, any physical changes and/or signage required to allow social distancing are in place. | Bottlenecks likely at entrance to school. Social distancing more difficult to be maintained. | 2-meter markers to be added on routes to main entrances. Signing in at each entry point

Entry points/times and arrival/departure communicated to parents

Parents to be informed that they are not to enter the school unless in an emergency or if pre-arranged with the school. |

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

Control Measures	Risk to Implementation	Action Required / Decision Made
1.7.1 Additional procedures for supporting **First Aid** in place.	Staff not properly equipped	Medical room to be provided with visor/gloves/facemask and apron. Infra-red thermometers to be used. Walkies used so that reception can contact Medical so they can attend and assess.
1.7.2 **PPE requirements** understood and appropriate supplies in place. Long term approach to obtaining adequate **PPE supplies** in place.	Shortages incurred.	PBs to monitor stock levels and order when necessary
1.7.3 Staff provided with **face visor, face mask**, gloves if required (e.g.first aiders, LSAs)	Not used properly and contaminated.	Training for all staff on safe use of the optional PPE. Presentation circulated DCa has included in staff training. Additional guidance sent via bulletin

1.8: Always keeping occupied spaces well ventilated

Control Measures	Risk to Implementation	Action Required / Decision Made

1.8.1 **Classrooms:** Measures are in place to ensure adequate **ventilation**	Windows and/or doors remain closed	Staff encouraged to assess ventilation as part of pre lesson check and open windows and leave doors open.
1.8.2 Approaches for **meetings and staff training** in place.	Staff feel anxious about attending meetings, if social distancing is not maintained. Increased risk of infection if large scale meetings held	No staff meetings or training sessions. If meetings have to happen - meeting spaces to be at 2m These spaces to be used with maximum ventilation Where meetings cannot be safely held face-to-face, google meet should be used

Section 1b: Public health advice to minimise (COVID-19) risks - Response to Infection

1.9: Engage with the NHS Test and Trace process		
Control Measures	**Risk to Implementation**	**Action Required / Decision Made**
1.9.1 Learners are kept in their **cohort based "bubbles"** in school.	Learners do not follow guidelines regarding maintaining social distancing and keeping to specified zones. Staff forget to do seating plans	Expectations of behaviour regarding maintaining social distancing and support school measures communicated with learners. Seating plans required (staff handbook); Audit to check these have been completed - kept up to date and stored on Google Drive for quick access
1.9.2 Staff, parents and learners **receive accurate advice** and follow it	Local PH advice not followed	Communication protocol in place to inform families when required to do so along with regular updates of guidance. Expectations around following quarantine guidance shared in Home-school agreement and staff code of conduct. inc. requesting evidence of negative test results before returning. Local PH always contacted in case of a positive case. Information shared and advice followed. - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic_children_action_list_SCHOOLS.pdf Guidance in staff handbook and code of conduct to require all staff to engage with test and trace process and respond to an requirements from public health (no requirement to use the app)

1.9.3 Records of **visitors** to site	Inaccurate and out of date records	Maintain up to date records of who has been on site and location of work as well as key contact. Proforma used to collect details for track and trace

1.10: Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Control Measures	Risk to Implementation	Action Required / Decision Made
1.10.1 Arrangements for **responding** to an external **test and trace** request	Unclear records of who the subject has been in contact with and a lack of clarity around who to direct to the test and trace service. Delay in responding to the test and trace request	Maintain all records of groups, seating plans etc so that swift identification of those immediately associated with any individual can be quickly identified. Clear guidelines within Home school agreement and staff handbook as well as briefings. Follow all PHE guidance regarding sending learners or staff home to isolate after direct close contact and monitor any incidences or occurrences of direct close contact: ● face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ● proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ● travelling in a small vehicle, like a car, with an infected person

1.10.2 Approach to **confirmed COVID19** cases in place	Time delay between getting result from family/NHS	Briefings for staff and learner and home-school agreement establish and reinforce the importance of rapid identification and communication. All current PHE/DfE guidance should be followed re any expected self-isolation of those in bubble/year group/staff in contact with learner(s).
	Delay in getting equipment in to deep clean	Ensure stocks are available including bleaching materials. Deep clean of areas signed off before reuse of specific areas.
	Test and Trace affects a large body of staff and makes full opening unsafe	Protocol to communicate with families and All staff - ensure everyone understands that they do not attend school if case is confirmed or suspected. Protocol to modify staffing rota and collapse year groups should staffing capacity be affected - full closure where appropriate.
	Too many staff are required to self isolate for a period of time.	
1.10.3 Approach to **suspected COVID19** cases in place during school day:	Learner remains within learner body, despite developing symptoms	If a child or member of staff becomes unwell with a new continuous cough or high temp,
	Lack of PPE equipment available	SLT/First aid should be alerted - included in staff handbook and briefings.
		The learner should be isolated immediately in a closed room with window open (office space in learner reception to be used) or appropriate outside space. PPE should be used by staff in the vicinity. The learner should be sent home as soon as parents/carers can be contacted. There should be a full bleach based clean of the areas the learner has been in - stocks maintained and reviewed weekly
		The learner or staff member should be advised to seek a test and self-isolate for 7 days. (If they are tested and it is negative, they may return earlier)

		Protocol in place to communicate with families and All staff. Advice provided in home school agreement and staff handbook.
1.10.4 Approach to **staff absence** reporting and recording in place. All staff aware.	Staff forget to report absence, leaving groups unsupervised	Same absence recording procedures in place as before COVID. HR guidance circulated. Email reminders in place. Records kept of isolation start and end dates if COVID related - staff directed to work from home if isolating.
1.10.5. Plans to respond to increased sickness levels are in place. **Cover arrangements** determined (including leaders and safeguarding designated leads) –	Not enough staff are in the building to provide effective supervision/teaching. Key members of staff e.g. DSL, HT not able to work.	Increase number of staff working from within the building to ensure there is a supply of staff to pick up cover of groups. Determine contingency plan should sickness hit key roles (DSL. HT) or too many staff - reduce number of learners in building if needed - communicate to families.
1.10.6. Arrangements for accessing **testing,** if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff don't get tested if they have symptoms and have to self-isolate for full 7 days (or 14 for symptoms in the Household)	Guidance on testing included in "staff coronavirus" handbook and code of conduct. HR guidance circulated to staff. Regular comms from HR including guidance
1.10.7 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.	Contractors may breach the guidelines established for our building. Additional people in the building. Visitors come to school displaying covid symptoms.	Pat Bash and Peter McLean to Check with the contractor any requirements their employer has specified before visit and share school protocols regarding covid Where possible all maintenance visits to take place outside of school hours or away from children and staff Where possible all non essential visits for meetings to be held virtually.
1.10.8 Arrangements in place for any externally employed adults delivering learning in school e.g. peripatetic music tutors, EP etc.	*Peripatetic staff are less well versed in the expectations of Honywood at this time and may be unfamiliar with control measure. Visitors come to school displaying covid symptoms.*	*Risk Assessment carried out for specific activities. Briefing document created and provided for visiting tutors prior to arrival.* *Share school protocols regarding covid*

1.11: Contain any outbreak by following local health protection team advice

Control Measures	Risk to Implementation	Action Required / Decision Made
1.11.1 Protocols and arrangements for **multiple confirmed cases** leading to a potential or confirmed **outbreak.**	Delay in identification of outbreak.	Maintain records of patterns of all suspected cases and review daily to update into confirmed cases. All records to indicate immediate contacts. Protocol in place to inform PHE about each and every case and the number of confirmed and suspected cases over the last two weeks. Follow all PHE guidance in the event of a closure or test and trace en masse.

Section 2: School operations

2.1: Estate - Preparing buildings and facilities

Control Measures	Risk to Implementation	Action Required / Decision Made
2.1.1 **Premises and utilities** have been health and safety checked and building is compliant. · Water treatments · Fire alarm testing · Repairs · Grass cutting · PAT testing · Fridges and freezers · Boiler/ heating servicing · Internet services · Any other statutory inspections	Routine checks have been missed in light of the very busy response to Covid-19 and the reduced levels of staffing. The disruption to catering has led to food not being used up in the usual timeframe.	The building has remained in-use throughout this period. All regular health and safety checks have been carried out through COVID partial closure period. Legionella procedures in place with site and cleaning team - regular running of water systems Ensure kitchen is operating in line with COVID-19 advice from the government Catering equipment has been checked.

· Insurance covers reopening arrangements		
2.1.2 **Workspaces for staff:** Workspaces re-designed to allow office-based staff to work as safely as possible	Staff Area offices, Admin/Finance areas and Site Team do not allow for a 2m space between desks. Staff rooms do not allow for a 2m space.	Where possible, office furniture and layout changed to allow greater social distancing. Signs on the door of each office show the recommended maximum number that can use the space on the door of each office. If the office has reached the maximum number, staff advised to work in a different space/classroom Staff encouraged to work at 2m distance in free periods or from home when not needed in school
	Reception areas - area of high traffic. Serving and sales points in canteens put learners in close proximity to catering staff	Screen put in. Alcohol gel by signing in book for visitors (at 2 metre distance to reception desk) No food being served - orders made remotely
2.1.3 **Entry and exit routes** to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing more difficult to maintain.	2-metre markers to be added on routes to main entrances to encourage distancing. External 2 metre signage Social Distancing signs to be displayed.
2.1.4 **Corridors:** Measures are in place to support social distancing and reduce possible contamination	Narrow corridors can make social distancing difficult to achieve. Doors, passed through by many people each day, are a potential cause of transmission Touch points on doors have a high use	2m markings put in on all corridors to support social distancing. ARROWS added to support adoption of ONE-WAY systems throughout the school Increased cleaning rota - see cleaning section

2.1.5 **Classrooms:** Measures are in place to ensure adequate **ventilation**	Windows and/or doors remain closed	Staff encouraged to assess ventilation as part of pre lesson check and open windows and leave doors open.
2.1.6 **Water fountains.**	Water fountains can cause queues and the fountain casing can create a risk of transmission as touched by multiple users.	Water fountains not in use. Learners encouraged to bring in own water bottle
2.1.7 Consideration given to **premises lettings** and approach in place.	Not sufficient time for thorough cleaning after any lettings and before school starts.	Lettings risk assessed. This will include checking that additional cleaning is in place and any additional costs to school are covered and that the site team capacity is not exceeded. Currency no lettings taking place.
2.1.8 Consideration given to the arrangements for any **deliveries.**	Deliveries overlap with key movements at entry/exit points and main reception Deliveries put Site Team at risk.	Signage at front of school Delivery of non school items and personal deliveries prohibited
2.1.9 **Emergency Evacuation:** Evacuation routes are confirmed, and signage accurately reflects these. NB: In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Social distancing would be harder in an evacuation situation. Selected Fire doors being propped open pose a risk	Evacuation procedure reviewed - cohorts kept separate. No fire doors left open Staff provided with fire drill procedures and assigned to close all propped open doors when responsible for a room.

School workforce

2.2.1: Staffing		
Control Measures	**Risk to Implementation**	**Action Required / Decision Made**
2.2.1a Approach to **staff absence** reporting and recording in place. All staff aware.	Staff forget to report absence, leaving groups unsupervised	Same absence recording procedures in place as before COVID and during lockdown. Reminders in place via bulletin and regular HR update
2.2.1b There are enough staff in the building for **safe operation** and full curriculum delivery Key roles are covered safely (e.g. SENCo, DSL, Prevent etc)	Illness or requirement to track and trace keep a significant number of staff off work.	Suspension of 'rarely cover' for this period of time until a reduction in year groups in school can be implemented. A daily assessment will be made of whether all year groups can remain in school. Key roles are covered by at least 2 people in each case. Additional colleagues to have emergency DSL training to improve safeguarding coverage.
2.2.1c Approaches for **meetings and staff training** in place.	Staff feel anxious about attending meetings, if social distancing is not maintained. Increased risk of infection if large scale meetings held	No large-scale staff meetings or training sessions. All other meeting spaces to be at 2m These spaces to be used with maximum ventilation Where possible, meetings should be held face-to-face, google meet should be used
2.2.1d Arrangements for **accessing testing,** if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff don't get tested if they have symptoms and have to self-isolate	Guidance on testing and the expectations around testing and following all track and trace/ self-isolation instructions included in See separate arrangements for Lateral Flow Testing

		Staff Handbook - Juniper FAQ guidance shared.
*2.2.1f **PPA** for staff.*	*PPA for staff is not able to be maintained.* *Rarely cover is breached.*	*Staffing levels in the building are maintained and PPA time is preserved, as far as possible.* *Where possible, staffing has been kept below loading.* *Timetabling and cover staff reduces risk of cover; however, it remains the case that staff absence is likely to be higher and so rarely cover is expected to be breached.*
2.2.1g **Office space** for staff	Numbers in office may breach safe levels, causing some staff to have to work in different areas, impacting on ability to complete tasks	Rota should reduce numbers in the office at key points.
2.2.1h The approach for i**nducting new starters** has been reviewed and updated in line with current situation.	New staff do not have effective induction affecting well-being and ability to perform their job effectively	Under leadership of DCa, Induction processes will be kept under review. Early Career framework will provide additional support to new teachers. Where applicable - induction completed remotely
2.2.1i Any **staff contracts** that need to be issued, extended or amended considering the current situation have been.	Louise Hazell-Young is unwell and unable to issue contracts for a period of time	Work could be delegated to trust staff if required
2.2.1j **Recruitment** is in place to ensure full staffing for Summer 20 and beyond	Recruitment opportunities missed or not run effectively	Recruitment processes are running effectively, including for key roles. Currently no outstanding vacancies to fill this term. Protocols in place to conduct interviews virtually - interview process modified to replicate assessments that would normally take place in a classroom

2.2.1k Any **HR processes** that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	All major HR processes resolved at start of lockdown	Juniper HR advice sought and followed with regard to staff who are unwilling to return to their usual role, despite contingencies in place

Juniper FAQs circulated |
| 2.2.2l Staff dress code | Staff dress is not practical in terms of easy cleaning

Staff misunderstand rules and dress inappropriately. | Continue with current approach to staff dress code to enable for easy washing. Must still be smart but items such as suits are optional as these take longer to clean. The approach must still be smart and should role model our expectations for learners. |

2.2.2: Staff who are clinically vulnerable or extremely clinically vulnerable or pregnant and staff who may otherwise be at increased from coronavirus		
Control Measures	**Risk to Implementation**	**Action Required / Decision Made**
2.2.2a **Arrangements** are made for colleagues who are extremely clinically vulnerable, pregnant or **at risk**	Pressure of staffing means needs are overlooked

Breast feeding women do not feel safe and do not have a clean space to express milk. | Bespoke arrangements agreed for each member of staff in this position and these are shared with line-managers.

Individual risk assessments updated in September and implemented

HR guidance and FAQs shared with staff

A discreet office space with privacy will be identified which will be added to the cleaning rota. |
| 2.2.2b Arrangements for staff who are **working from home** are in place if needed.

- Communication arrangements through line managers are in place with those staff and their role in | Lack of clarity around vulnerable groups | All self-identifying staff to have communication from relevant line managers to check on-going work from home arrangements and that any barriers are addressed. Where applicable such as for BAME, pregnant, new mothers, older staff with health conditions and |

		disabled staff an individual risk assessment will be completed by the line manager in partnership with the member of staff. BAMEed guidance and royal college of psychiatrists https://www.rcpsych.ac.uk/docs/default-source/about-us/covid-19/impact-of-covid19-on-bame-staff-in-mental-healthcare-settings_assessment-and-management-of-risk_13052020v2.pdf?sfvrsn=1068965_2.
continuing to support the working of the school is clear.		

2.2.3: Supporting Staff

Control Measures	Risk to Implementation	Action Required / Decision Made
2.2.3a Approach to support **wellbeing, mental health** and resilience in place. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff feel overwhelmed with the different ways of working and the upskilling required to be effective. Staff feel anxious around ending lock-down. Staff have faced challenges in their living arrangements in lock-down.	Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx https://www.educationsupport.org.uk/ Kerry Nichol/FLT, Sam Armstrng and Charlotte Gamble sharing approaches and well-being resources with staff. Line Managers encouraged to check in with team members on a daily basis and to ask how people are.

2.2.4: Staff deployment; deploying support staff and accommodating visiting specialists

Control Measures	Risk to Implementation	Action Required / Decision Made
2.5.4a Consideration given to the options for **redeployment** of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	LSAs could be required to lead some groups as not enough teachers on site to cover numbers and may not feel confident to manage the group Some staff are unclear in how they can support provision in this situation	Support given and careful timetabling around only supporting small groups with EHCPs for LSA team if required Staff all informed of roles in clear communication. Redeployment to address key tasks only that must be completed
2.5.4b Maintain **safe working environment** for LSAs and other staff working one to one or in close contact with learners	PPE unavailable. Staff anxiety Not enough staff available to support learners	PPE stocks maintained and available to staff and support/training given Where possible keep staff to one bubble fo extended period to make management of bubbles easier

2.3: Safeguarding

Control Measures	Risk to Implementation	Action Required / Decision Made
2.6.1 Work with other agencies has been undertaken to support **vulnerable CYP and families.**	Families not engaging with support	FLT working very closely with families and agencies Regular contact to continue
2.6.2 **Child protection** policy reviewed and any changes to approaches shared with staff	Staff miss safeguarding issue	Regular reminders to staff as to signs and reporting processes

2.4: Catering

Control Measures	Risk to Implementation	Action Required / Decision Made
2.7.1 Arrangements in place to **provide food** to staff and learners on site over lunchtime, including the requirement of universal free school meals.	The canteen has remained open and so preparations are in place. Staffing levels might be too low if numbers using the canteen rose significantly or if significant numbers of staff are absent	Physical changes to canteen covered in SITE PREPARATION - no one using kitchen in person Catering staff to wear face masks through food prep and service Catering staff work areas separated and numbers in the kitchen controlled. Food offer to consist of easy to prepare grab and go offerings Food pick up from bubble rooms/fs20
2.7.2 Lockdown provision: Arrangements for the continued **provision of FSMs** for children not attending school are in place. Edenred vouchers	Vouchers are not delivered	Welfare calls used to liaise with families regularly to ensure vouchers are working; alternative provision to be put in place if required

Section 3: Curriculum, behaviour and pastoral support

3.1: Teach an ambitious and broad curriculum in all subjects from the start of the spring term, but make use of existing flexibilities to create time to cover the most important missed content.

Control Measures	Risk to Implementation	Action Required / Decision Made
3.1.1 Approaches to **lessons** that are safe but also engaging and positive in place	Staff do not have confidence to deliver high quality lessons for learners that meet thor needs and cover the curriculum	Guidance provided on how to best deliver lessons and support learners mental well-being. FLT/SEND to be available for support for individuals identified as in need - contact rota in place for weekly check ups

3.2: Develop remote education so that it is integrated into school curriculum planning

Control Measures	Risk to Implementation	Action Required / Decision Made
3.2.1 All learners have access to technology and **remote learning offer,** either as part of a blended or full on-line provision	Learners unable to access home learning due to barriers	Regular contact with families and support put in place. All learners set up on ipad with google classroom. Approach to lesson delivery includes more interactive elements - guidance provided to staff and learners Continue to use google classroom to support delivery of all classes

3.3: Learner wellbeing and support

Control Measures	Risk to Implementation	Action Required / Decision Made
3.3.1 Learners with **widening gaps** identified and support put in place	We do not have the capacity to support additional learners Learners with gaps not identified	Monitor progress through regular checks and phoneclass home weekly FLT/SEND identify those most in need of support in a systematic way and employ remote support system
3.3.2 Consideration of the **impact of COVID19 on families** and whether any additional support may be required: ● Financial ● Increased FSM eligibility ● Referrals to social care and other support ● PPG/ vulnerable groups ● Bereavement	Parents do not inform us of their situation	Continue weekly calls to vulnerable families not in school.
3.3.3 Changed **expectations** shared in advance with learners and parents around ● Social Distancing (not touching other learners and staying 2m from staff) ● Catering ● Equipment (pen/pencil /ruler / tissue/ water) ● The new school day	Parents/learners don't follow the new guidelines	Letter explains the importance of these changes for the well-being of the whole school community. Revised Home-school agreement circulated to all parents and learners. Outline of what to expect created and sent to families Add that learners are not to bring any unnecessary equipment or belongings to school Email sent to all learners to outline changes and give confidence

		First day inductions staggered across 4 days to ensure intensive support given to learners as they get used to the expectations

3.4: Behaviour expectations

Control Measures	Risk to Implementation	Action Required / Decision Made
3.4.1 Learners behave safely and follow **new protocols**	Learners misbehave as they do not see importance of protocols	Regular communication planned on importance of following the guidance (for safety) Expectations clear in Home-School Agreement and sanctions used Remote learning guidance to include how to approach behaviour issues online and safeguarding guidance. Revised behaviour policy that highlights the seriousness of not following rules designed to keep everyone safe

Section 4: Contingency planning for outbreaks

4.1: Process in the event of local outbreaks

Control Measures	Risk to Implementation	Action Required / Decision Made
4.1.1 **Receiving information** regarding a local outbreak	Delay in reporting	Follow Dfe and Public Health Advice Communication protocol in place to inform all staff, parents and learners. Using group call, facebook, website and email. Home learning and home working protocols continue on wider scale Organise for a deep clean of school

4.2: Contingency plans - Remote education support

Control Measures	Risk to Implementation	Action Required / Decision Made
4.2.1 All learners receive a **high quality of education.**	Staff focus on in-school provision or do not engage with google classroom expectations Lack of monitoring allows individual cases of unacceptable practice to go unchallenged	DCa to lead on teaching and learning in Virtual School and to support staff to deliver engaging lessons that keep motivating learners. Detailed guidance produced and communicated to staff as well as home school agreement. JMu and DCato support subject leaders to monitor and tackle any poor practice by offering support.
4.2.2 Consideration given to staffing **roles and responsibilities** with regards to the continued remote provision alongside in-school provision.	Focus on in-school provision affects quality of work of google classroom work Staff workload is not managed effectively, affecting well-being	JMu/DCa to continue to oversee quality of provision for Virtual School JMU/MWh/DCa to monitor provision and provide on-going training on approaches Timetabling of in-school provision to be mindful of teaching required for Virtual School and to have sufficient support staff present to cover teachers need to teach remotely.

		For blended approach teachers should just mirror in school lessons on classroom using a live element at the start to register learners.