

Eggbuckland Community College Academy Trust

Eggbuckland Community College

COVID19: Re-opening Risk Assessment and Action Plan September 2020 Re-opening Updated November 2020, January 2021 following further national lockdowns

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
- 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

Background

The Government announcement was made on Thursday 2nd July 2020 for all children and young people to return to full-time education from September 2020. The following guidance sets out the generic principles and the safe operating criteria, which must be followed. This guidance aligns itself with the Government's guidance issued on 2nd July 2020, noting that local outbreaks of Coronavirus (COVID-19) (and hence local lockdowns) may necessitate a return to either a provider of EduCare only, or a provider of EduCare and limited schools spaces operating with social distancing for all, in some or all of our schools at any time. Under those circumstances, separate guidance will be provided.

Updated – January 2021

This document is updated as a result of the announcement on Monday 4 January 2021 for lockdown no.3 and for schools to remain open for children of critical care workers and vulnerable children. The guidance is clear that where people cannot work from home they should continue to travel to their workplace. This includes, but is not limited to, people who work in:

critical national infrastructure

construction

manufacturing

childcare or education

essential public services

This is essential to keeping the country operating and supporting sectors and employers.

The safety of our students, staff and other persons onsite is of paramount importance within the strategies of this guidance document. Our approach will be in accordance with Government, Public Health England, and associated local guidelines, supported by our risk assessments. Stakeholders, including staff and unions, have been consulted to assist with the production of this document. This engagement will be on-going and changes reflected in future updated versions of this document.

It is essential to remember that Coronavirus (COVID-19) is not the only safety risk to our school sites and buildings. Other safety issues, such as bacteria in our water systems, or the risk of fire, remain and they present a risk to life if not properly managed.

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	School:	Eggbuckland Community College
	Date:	May to June, updated in September 2020 (and again January 2021)
Agreed by Principal :	Name:	Matthew Corrigan
	Approved:	8 June 2020 (and again January 2021)
	Date	Updated 5.10.2020 Updated January 2021
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Key to the Risk –

H- High risk and strong possibility of outcome with detrimental outcome

M-Medium/ Manageable risk and only a probability of the negative outcome

L-Low chance of occurrence and unlikely have a negative impact

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <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 	<i>Facilities Manager and premises team is unavailable due to illness or annual leave</i>	H	<i>Business Director will oversee the action plan but all has taken place, valid and updated according to timescales.</i>	5.06.2020 and ongoing 7.01.2021	L
		<i>Site has been partially closed for prolonged period</i>	M	<i>Facilities Manager and team are required to social distance and for work requiring two person and within 2 m for face coverings to be worn.</i> <i>Carrying out a formal / recorded full pre-opening premises inspection.</i> <i>Commissioned a water treatment specialist to</i>	Constant review and all staff reminder 6.01.2021 w.c 08.06.2020	L

			M	<p><i>chlorinate and flushed the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied.</i></p> <p><i>All health and safety compliance checks have been carried out and / or booked – records held on SharePoint for access by Facilities Manager and Business Director for regular reviews.</i></p> <p><i>Determined and confirmed with the catering staff that frozen food should be dealt with and actioned as appropriate.</i></p> <p><i>Catering manager and assistant checked on stock and stock levels for a September</i></p>	<p><i>23.06.2020</i></p> <p><i>June 2020</i></p> <p><i>Updated to August and 18.12.2020</i></p> <p><i>01.06.2020</i></p>	L
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		<p><i>Food remains in the freezer</i></p> <p>Food provision ready for return to full capacity</p>	<p><i>M</i></p> <p><i>M</i></p>	<p><i>opening. Order planned for delivery to take place in September</i></p> <p><i>Suppliers are ready for this arrangement</i></p> <p><i>Review to be done when lockdown is lifted and staff return to site</i></p>	<p>August 2020</p>	<p><i>L</i></p> <p><i>L</i></p>
	Office spaces re-designed to allow office-based staff to work safely.	<p><i>There is adequate space between staff members, no windows for ventilation.</i></p>	<p><i>M</i></p>	<p><i>Ventilation is possible.</i></p> <p><i>Office staff desks repositioned.</i></p>	<p>23.05.2020</p>	<p><i>L</i></p>

				<i>Windows open a gap; internal doors remain open</i>	<i>Updated August 2020 December 2020</i>	
	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><i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i></p> <p><i>All students and staff arrive through the Main Reception</i></p>	<i>H</i>	<p><i>2-meter markers are present on floors.</i></p> <p><i>Clear marked system in place to enter and exit the school Main Entrance. Signage in place.</i></p> <p><i>New biometric system for staff to be installed in January to minimise queues as faster and effective recording of staff in/out</i></p> <p><i>Students arriving at College site are directed to their year group building on a pathway marked for them</i></p> <p><i>Buildings are made designated for each year group bubble for</i></p>	<p><i>w/c 8.06.2020</i></p> <p><i>Updated July / August 2020</i></p> <p><i>December 2020</i></p> <p><i>Wef 3.09.2020</i></p>	<p><i>L</i></p> <p><i>L</i></p>

				<p><i>Food deliveries are left under gazebo by driver and brought in by catering staff to minimise contact between them</i></p> <p><i>Lockdown 3 – different from March 2020 as Reception is manned for students attending and above will be key function for Reception staff</i></p>	7.01.2021	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	<p><i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i></p>	H	<p><i>Reassessed and retained evacuation procedure for shortest, fastest and safest routes to assembly areas. To be share with all staff and students with emails and re-connect meetings.</i></p> <p><i>Year groups have practice runs on emergency evacuation</i></p> <p><i>Assembly areas marked with social distancing</i></p>	<p>w/c 15.06.2020</p> <p><i>Updated as repeated in w/c 7.09.2020</i></p> <p>October 2020</p>	L

	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.		M	<p><i>for students in different year groups</i></p> <p><i>Staffing ratios to students sufficient to support reduced students' numbers expected to attend.</i></p> <p><i>Staff with mobility issues have same safe points to access.</i></p> <p><i>Fire drill will be planned. Head of Years will communicate with Year groups on the identified routes and follow-on procedures</i></p>	<p>2.09.2020</p> <p>October 2020</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance</u> .		M	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Personalised cleaning schedule, checks by line manager and premises manager.</i></p> <p><i>Paper towels and handwash facilities are to be checked and refilled as needed - by cleaners at end of day (on rota planned by Lyn Mayor) and premises staff at other times if requested</i></p>	<p><i>Wef 4.09.2020</i></p> <p><i>Ongoing with staff shielding and use of daytime cleaner</i></p>	<p><i>L</i></p> <p><i>L</i></p>

				<i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. S Atkinson and premises staff will do this during the day</i>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Shortage of staff due to age or medical shielding. Other work commitments, childcare restrictions</i>	<i>M</i>	<i>Rota has sufficient to cover with premises staff support. All staff have returned to work, retired staff member has been replaced with new member of the cleaning staff</i>	<i>2.09.2020 and ongoing</i>	<i>L</i>
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<i>No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.</i>	<i>M</i>	<i>Hand sanitiser available at the school entrance Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach – bins in classrooms and shared corridors Stock check and ordering schedule</i>	<i>Ongoing National shortage is not an issue with lockdown 3 and stock is not an issue</i>	<i>L</i>

		<i>Complications of manufacturers and suppliers. Delay on delivery</i>		<i>reviewed and order made.</i> <i>All staff to report on shortages noticed, premises staff to check in the day, cleaners during their shifts</i>		
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>Cleaners have the morning shift to clean after lettings, at the end of the day to clean after the students have vacated their buildings</i>	<i>With lockdown 3, only Educare students here and ample staff to clean daily with deep clean alongside</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.		<i>M</i>	<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i> <i>Waste collections made when the minimum number of persons are</i>	<i>Daily</i>	

				<p><i>on site (i.e. after normal opening hours).</i></p> <p><i>Additional bins are accessible in each of the building bubbles for year groups and in classrooms</i></p>		L
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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Classrooms	The number of staff and students that can use each room at any one time has been determined according to the physical capacity of the school site.		M	<i>The areas are designated for each year group and teachers are stood 2 m away from the students in classrooms</i>	7.06.2020 Updated 2.09.2020 and ongoing review	L
	Classrooms have been re/arranged to allow as much space between individuals as practical.		M	<i>Students can be in their own year group bubble but be 2 m away from all adults on site.</i>	2.09.2020	L
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	<i>Signage on ground, site maps displayed around College, information sent home to students as well as parents/carers</i>	August in readiness for 4.09.2020	L
	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		L	<i>Staff, students and parents informed of non-sharing policy. No rotation of text books and resources photocopied for individual students</i>	8.06.2020 Updated for 4.09.2020	L

	disinfected more frequently [source: protective measures guidance].			<p><i>Students and not teachers who hand out their group's resources</i></p> <p><i>Library books are centralised in bubble groups and returns are quarantined before reissued.</i></p> <p><i>Removed soft furnishings from Library</i></p>	5.06.2020	L
	Resources which are not easily washable or wipeable have been be removed.	<p><i>Beanbags in Library not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	M	<p><i>Signs displayed around site of -</i></p> <ul style="list-style-type: none"> • <i>Hygiene</i> • <i>Social distancing</i> • <i>COVID19 symptoms</i> 	23.06.2020	L
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.		M		2.09.2020	L

Staffing	<p>Staffing numbers required for entire eligible cohort have 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>Ensured appropriate work base for any CEVs and any additional measures for CVs who continues to be allowed onsite</p>		H	<p><i>All staff have returned to work. Risk assessment carried out for pregnant staff and some other vulnerable categories e.g. BAME</i></p> <p><i>HR Officer to check on paid first aiders to attend</i></p> <p><i>First aid rota updated and changed as necessary if first aider is already in classroom.</i></p> <p><i>Staff questionnaires; log of categories; update with government guidance/changes on levels of restrictions</i></p>	<p>2.09.2020</p> <p>4.09.2020</p> <p>January 2021</p>	M
		<p><i>Insufficient number of First Aiders unable to work on site.</i></p> <p><i>Staff declaration to be accurate and Trust updated on any changes to their medical conditions</i></p>	H			L
			M			L
	<p>Safety measures for Clinically Extremely Vulnerable, CEV staff attending site for work or unable to fulfil duties from home</p>	<p><i>Staff safety – risk is not due to greater chance of getting COVID19 but increased difficulty in recovery from COVID19</i></p>	H	<p><i>Government guidance followed together with the categories updated.</i></p> <p><i>When staff are not shielded, separate RA are carried out by line managers to include</i></p>	<p>September 2020</p> <p>November 2020</p> <p>January 2020</p>	L

				<p><i>also pregnant staff, BAME, CEVs</i></p> <p><i>With any shielding announced and medical notifications to CEVs, affected staff are to stay home</i></p>		
	Safety measures for Clinically Vulnerable Staff, CV	<p><i>Staff Safety and recovery from COVID19</i></p>	M	<p><i>Constant review and updates from government guidance. Generic RA and high safety measures for all staff includes CVs requirements.</i></p> <p><i>Staff to be reminded and reviewed by line managers to abide by Trust measures to social distance, minimise social contact on site and hygiene with masks, hand wash and distancing</i></p>	<p><i>September 2020</i></p> <p><i>November 2020 and ongoing with changes in categories</i></p> <p><i>January 2021</i></p>	L
	Approach to staff absence reporting and recording in place. All staff aware of process and who to contact	<p><i>Incorrect categories, return to work updated</i></p>	M	<p><i>All staff absence status is requested with details of illness reported.</i></p> <p><i>It is also part of the induction process and reminders through staff bulletin.</i></p>	<p><i>September and ongoing</i></p> <p><i>Staff updated and better system in place for</i></p>	L

					<i>Lockdown 3 – 7.01.2021</i>	
	Staff travelling to school are encouraged to walk or cycle with minimum public transport if possible.	<i>Car sharing is strongly discouraged</i>	<i>M</i>	<i>If using public transport to wear a mask as mandatory and for social distancing maintained onboard; Staggering start and finish time to support staff attendance</i>	<i>Wef Sept 2020 and ongoing; 7 January 2021</i>	<i>L</i>
	Arrangements for staff who are working from home are in place Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.		<i>M</i>	<i>Leadership have approved for working from home if appropriate and agreed (if the work cannot be done effectively at home it will be necessary to work at school). Line management to keep contact with staff member and update leadership on the effective of these working arrangements COVID19 Return to Work Policy to be guidance and Trust requirements for staff.</i>	<i>September 2020 December 2020 January 2021</i>	<i>L</i>

	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) –	Closure of departments may be a possibility if COVID19 affects any working bubbles.	H	<p><i>Cover manager and HR to plan for any reported absence to ensure cover for students</i></p> <p><i>COVID19 Return to Work Policy to be guidance and Trust requirements for staff to return to work</i></p> <p><i>Staff under strict requirements to maintain 2 m distance and if not, to wear face coverings</i></p>	<p><i>Wef 4.09.2020</i></p> <p><i>Updated in July 2020</i></p> <p><i>September 2020</i></p> <p><i>December 2020</i></p> <p><i>January 2021</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>M</i></p>
	Consideration given to staff about clothing expectations and information shared with staff to ensure clothes worn are easily washable.		M	<p><i>Agreed for smart casual to be worn rather than usual formal wear; wef September, smart professional wear is required</i></p> <p><i>Staff FAQs and notification before staff return for reconnection meetings</i></p>	<p><i>10.06.2020</i></p> <p><i>Updated 4.09.2020 and updated FAQs in Autumn with staff</i></p>	<p><i>L</i></p>

	Approaches for meetings and staff training in place.	<i>Rooms unsuitable for 2 m distancing</i>	<i>H</i>	<i>Online, Zoom and Teams developed for staff meetings, briefings and ; staff to maintain 2 m distancing in break-out areas, corridors and movement around the College site</i>	<i>June and updated for September start 2.09.2020</i> <i>Continue with online meetings - ongoing</i>	<i>L</i>
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	<i>Security of the online provision and uninvited interruptions</i>	<i>M</i>	<i>Teams developed and readily available and staff and students trained to use this</i>	<i>June; updated in September; improved throughout the Autumn term</i>	<i>L</i>
	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.	<i>TA s are required to lead some groups as not enough teachers on site to cover numbers.</i>	<i>H</i>	<i>Cover supervisors are on hand for cover and external agencies if required.</i> <i>Leadership will be on hand to cover absent teachers and then to rely on teaching assistant to support.</i> <i>Other teaching staff on hand to teach across specialist subjects</i>	<i>September 2020</i>	<i>L</i>

	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p><i>No access to information for support for students, families and staff</i></p>	<p><i>M</i></p>	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i></p> <p><i>Critical Incident team at LA at hand to support should need arise.</i></p> <p><i>HR involvement, cover supervisor and Leadership support for any staff members with direct query.</i></p> <p><i>Regular communications include contact details for counselling services</i></p>	<p><i>March to present (September) and ongoing</i></p> <p><i>Line management regular review and contact for Lockdown 3</i></p>	<p><i>L</i></p>
	<p>Arrangements for accessing COVID19 testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>		<p><i>H</i></p>	<p><i>Staff access to public information on government guidance. Policies on sharepoint, staff return to work</i></p>	<p><i>June</i></p>	<p><i>L</i></p>

				<i>induction meetings in June and easy access to HR advice</i> <i>Regular COVID19 updated to staff</i>	<i>Lockdown 3 has the Lateral Flow Testing roll out – a separate RA</i>	
	The approach for inducting new staff has been reviewed and updated in line with current situation.		<i>M</i>	<i>New staff induction will have existing arrangements in place with the overarching safety aspects to minimise risk of COVID19</i>		<i>L</i>
	Return to school procedures are clear for all staff.	<i>Long absence from site causing concerns and lack of information</i>	<i>H</i>	<i>Communication at briefings, emails and policies of Leadership requirements for staff to work from College site.</i>	<i>August to September and on-going</i>	<i>L</i>
	Arrangements to return any furloughed staff in place.	<i>Lettings co-ordinator and catering staff on furlough are not part of the induction back to work meetings</i>	<i>H</i>	<i>Those groups will have meetings with line managers who are having furloughed adjusted to work minimal hours in order to prepare for their return.</i>	<i>2.09.2020</i>	<i>L</i>

				<p><i>Business Director will meet with them and all support staff to confirm action expected from staff for their own safety.</i></p> <p><i>Lettings co-coordinator will meet with new director of Sports and Community to action safety measures for her role upon returning in September</i></p>	<p><i>September 2020 at various dates; will repeat this at the end of the current Lockdown</i></p> <p><i>3</i></p>	
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	<i>HR absence or illness</i>	<i>M</i>	<p><i>HR officer has worked throughout the holidays to extend temporary contracts, updated any to be stopped and issued new contracts to reflect the need of the timetable requirements in readiness for September</i></p>	<p><i>Throughout the lockdown to present (September) and ongoing</i></p>	<i>L</i>
	Any HR processes that were put on hold due to the COVID19		<i>L</i>	<i>As above</i>		<i>L</i>

	emergency, have been appropriately resolved.					
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p><i>Reception and wider staff community are unsure of protocol and whether they can invite visitors/contractors to the College</i></p>	M	<p><i>Visitors and contractors will be for essential works only.</i></p> <p><i>All visitors and contractors to sign in and follow College safety protocol. A self-declaration form to be completed to assess health measures before entering the College</i></p> <p><i>All visitors and contractors to be accompanied by a member of staff and to wear masks around the College.</i></p> <p><i>Appointments made for times when staff and student numbers are at the minimum</i></p>	September onwards	L

				<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>Business Director and Principal has communicated with staff on the above protocol for site safety for all</i></p>		
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	<p><i>Restrictions on space and cleaning regime to enable suitable provision</i></p>	<p><i>M</i></p>	<p><i>No externals as cover supervisors are available and staff attendance remains high</i></p> <p><i>Day time cleaner re-deployed from lunchtime hall duties to support the music equipment cleaning.</i></p>	<p><i>September</i></p> <p><i>No externals expected for Lockdown 3</i></p>	<p><i>L</i></p>

Theme	Control Measures	Risk to Implementation	Risk Level	Theme	Control Measures	Risk to Implementation
Group Sizes	Mixing of multiple year groups	<i>Lack of rooms for this provision and teaching numbers for the arrangements to be made</i>	<i>H</i>	<i>Students are in the year groups bubbles and can mixed within them.</i> <i>Staggered breaks and lunchtimes and sufficient cleaning times in between for shared dining areas.</i> <i>Teachers desk are marked 2 m from the front row from the students in classrooms</i>	<i>September 2020</i>	<i>L</i>
				Lockdown 3 – Educare students are still kept in their year group bubble	<i>January 2021</i>	<i>L</i>
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	<i>Staff absence due to illness, medical vulnerability or leave to care for dependants</i>	<i>H</i>	<i>Clear timetabling and low incidence affecting staff numbers – cover supervisors readily available and maternity cover staff at College to support shortage.</i>	<i>4.09.2020 and on-going</i>	<i>L</i>

				<i>Leadership team is also available for emergency covers</i>		
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 	<p><i>No oversight or overall control of the arrangements to implement and monitor safety</i></p> <p><i>No cohesion or lack of co-operation from staff and students</i></p>	<i>H</i>	<p><i>Notices, posters, COVID19 specific area on the website and social media to share information of all new safety arrangements for a safe return</i></p> <p><i>Strong leadership to co-ordinate and shared arrangements, plans revised and consultation with heads of year, pastoral teams.</i></p> <p><i>Students and staff are informed and shown the directional arrows, floor markings in all communal areas and classrooms.</i></p>	<i>Wef 4.09.2020</i>	<i>L</i>

				<p><i>Sanctions shared with students and parents/carer to ensure full knowledge and co-operation necessary for safety on-site and possible impact on vulnerable family members if arrangements are not adhered to.</i></p> <p><i>Period 6 lessons for Year 11s starting immediately and to be finished at 4.00 p.m.</i></p> <p><i>Staggered release for all years</i></p>	14.09.2020	
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		M	<p><i>Letters home to parents, social media posts and website update for parents to encourage children to walk to school or to be driven in own cars rather than use public transport.</i></p> <p><i>If absolutely necessary, students are to wear face coverings as</i></p>	<p><i>May</i></p> <p><i>Reminders sent in July ready for August return</i></p>	L

				<i>deemed by government guidance.</i>		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		<i>H</i>	<i>On arrival, staff will direct students straight to their allocated classrooms by following the directional arrows. Maps of directions and their roomed timetables are displayed on posters in various locations and at points of arrival to minimise any confusion.</i>	<i>4.09.2020</i>	<i>L</i>
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		<i>H</i>	<i>Re-written Behaviour Policy for students to adhere to for their own safety, sanctions and enforcing safe practice by staff on duty at arrivals and departure times.</i> <i>Conversations and communication with parents</i>	<i>September 2020</i>	<i>M</i>

				<i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i>		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.		<i>M</i>	<i>Not applicable after the first initial return to College in June – students are in their specific year group bubbles</i>	<i>September 2020</i>	<i>L</i>
	Social distancing plans communicated with parents, including approach to breaches.	<i>Students and parents/carers not aware of the College safety measures</i>	<i>M</i>	<i>As previous measure – communication with parents before students re-integration, updated Behaviour Policy and specific sanctions in place for this</i>	<i>June and repeated in August / September in readiness for full re-opening</i>	<i>L</i>
	Arrangements in place for the use of the playground, including equipment.	<i>Shared equipment and handling between staff and students and each other</i>	<i>H</i>	<i>PE equipment anti-bac sprayed during the day after each lesson No Science experiments to be carried out by students – on demonstrations by teachers only.</i> <i>Students are to ring their own items e.g. pens, pencils, rulers etc</i>	<i>September 2020</i>	<i>L</i>

				<i>and to not share with friends.</i> <i>Technology area used are COVID19 safe and for a year group bubble only</i>		
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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Catering						
	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.	<i>FSM meals not supported, incomplete catering provided despite government guidance to do so.</i>	<i>H</i>	<p>Full provision although limited menu to support the take-away policy.</p> <p>Staggered breaks and lunchtimes to have time to clean between bubbles</p> <p>Year 8 bubble served from within their building block</p>		<i>L</i>
	Arrangements for food deliveries in place	<i>Suppliers cannot meet College order demand or unable to supply/deliver</i>	<i>H</i>	<p>All suppliers have capacity and stock levels to support College orders.</p> <p>Deliveries to the catering department and left in gazebo for catering staff to bring in</p>		<i>L</i>

				– minimise contact with the driver		
				<p>Lockdown 3 – Catering for FSM students are via voucher scheme;</p> <p>Other Educare students are bringing packed lunches and access to water supply in their bubble areas</p>	<i>7 January 2021</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Shortage of supply</i> <i>Overuse by staff</i> <i>Unnecessary usage</i> <i>Expensive costs due to the national demand and panic purchase</i>	<i>H</i>	Used several suppliers and also support from the PCC LA. Spread the orders over various suppliers and compared prices for reasonable quotes	<i>May to June and will be ongoing</i> <i>Similarly for September onwards</i>	<i>M</i>
				Lockdown 3 update	<i>No national shortage at present and prices are more competitive. Infrastructure is already in place with wall mounted sanitisers and containers of hand gels. Similarly with anti-bac spray and soap</i>	<i>L</i>
	Approach to confirmed COVID19 cases in place: during school day		<i>H</i>	<i>Medical room dedicated for those with symptoms and</i>		<i>L</i>

<p>Response to suspected/ confirmed case of COVID19 in school</p>	<ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 			<p><i>who are awaiting collection – parents will be informed immediately for student to be collected from the College.</i></p> <p><i>Advise parents to book a test and self-isolation period for the students awaiting results.</i></p> <p><i>PHE flowchart used by staff to recognise symptoms to inform the Principal, and the Vice-Principal in his absence</i></p> <p><i>If student is showing symptoms, room to be anti-bac sprayed by premises team and cleaned immediately and deep-cleaned at the end of the day</i></p> <p><i>If staff is showing symptoms, they are to</i></p>		
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				<p><i>go home immediately to book test, areas isolated and quarantine for min 48 hours before cleaning takes place.</i></p> <p><i>Make contact with all relevant persons as defined by PHE guidance, both at College and work related contacts for the 48 hours prior to symptoms showing or from date for a positive result.</i></p> <p><i>Reporting to the PHE and LA if results are positive for action plan to be agreed</i></p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating students away from certain parts of the school to clean, if possible 		<i>M</i>	<p>NHS Track & Trace in use for lettings and Activate areas</p> <p>Areas will be isolated, anti-bac sprayed immediately and</p>	<i>September 2020</i>	<i>L</i>

	<ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>cleaned before use by students and staff.</p> <p>Cleaners to be in their PPE to ensure their safety is maximised and cleaning in accordance with latest government guidance.</p> <p>Parents are notified of any positive results on social media for information.</p>		
				<p>Lockdown 3 with the roll out of the lateral testing programme, Educare students will be part of that and the reporting process from that will vary from the above – see separate RA document</p>	<i>January 2021</i>	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>			M	All information share – letters, social media, emails and College’s website on the protocol, expectations and explanations for new practice during COVID19 All curriculum staff are informed of expectations to support students for the re-integration. All successes shared with students online, post to parents and recognition in newsletters	<i>May to June re-opening</i> <i>Updated for the September full re-opening</i>	L
	Approach and expectations around school uniform determined and communicated with parents.					
	Changes to the school day/timetables shared with parents.					
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.					
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. 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.				<i>Ongoing to June opening; continued with full re-opening and celebrated on weekly newsletters</i>	
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Insufficient recognition and support for the students</i>	<i>H</i>	<p>Safeguarding and pastoral teams are in place to recognise and support students needing help.</p> <p>Each year group bubble have their Compass/pastoral area for staff to support them and follow-on action</p>	<i>September onwards</i>	<i>L</i>
	Re-orientation support for school leavers is developed.	<i>Post-16 and Year 11s not acknowledged during the pandemic</i>	<i>H</i>	<p>Online recognition of the student' achievement and their career paths.</p> <p>Support while awaiting results with regular online teachers</p> <p>Vocational training centres are arranged</p>	<i>September and ongoing</i>	<i>L</i>

				for on-going work and courses to complete		
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 		<i>M</i>	<p>Direct contact from parents for support and re-directed to social services. Contact could be to the tutors, teachers or directly to the pastoral team and DSL to action this support</p> <p>All new FSM applications are prompt and vouchers issued</p>	<i>ongoing</i>	<i>L</i>
Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Online/ website support for families and young people around transition.			Targeted support for these students published on website as well as letters and emails home		
	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:		<i>H</i>	Year 6 students starting in September at the College have been contacted and virtual tours and videos	<i>4.09.2020</i>	<i>M</i>

	<ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 <p>School Leavers</p>			<p>prepared for them to meet/see key personnel online</p> <p>Specific first day set aside for their one year group to welcome them and show them the College and their rooms, dining rooms and outdoor areas.</p> <p>Year 11s have had continued support for career paths and vocational courses via tutors, pastoral teams and access to the teachers where necessary</p> <p>SEND and HSC students have been contacted by their teaching assistants on any 121 basis as well as the SEND-Co and Teacher of the Deaf for their specific provisions</p>		
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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Safeguarding	Individual student's risk assessments are in place and welfare checks being undertaken.	<i>Re-opening arrangements not reflected in risk assessment.</i>	<i>M</i>	<i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups – carried out by the safeguarding team and DSL overview and SEND-CO</i> <i>Some have had house visits or individual reintegration to the College accompanied by their parent/carer</i>	<i>Ongoing with effect from Lockdown 1; updated in September to reflect needs</i>	<i>L</i>
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the</i>		<i>L</i>

			<i>M</i>	<i>revised wellbeing material.</i>		
	Updated Child Protection Policy in place.			<i>Adopted Temporary COVID19 Child Protection Policy</i>		
	Work with other agencies has been undertaken to support vulnerable students and families.			Local authority support, guidance and requirements		
	Consideration given to the safe use of physical contact in context of managing behaviour.			<i>Reinforce student behaviour expectations to comply with COVID19 bubbles with appropriate sanctions in place</i>		
				Lockdown 3 – online safeguarding is in place with support with second staff and also live lessons are recorded	<i>January 2021</i>	

	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes 		<i>H</i>	<i>From the Autumn term, staff are trained and curriculum design so that students make the most progress when they return.</i>	<i>September 2020</i>	<i>M</i>
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.		<i>M</i>	<i>Already updated and shared with students, parents/carers with communications sent home</i>	<i>End of May; repeated for September re-opening</i>	<i>L</i>
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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
SEND	Approach to provision of the elements of the EHCP including health/therapies.		M	<i>This has been an ongoing provision and will continue as a necessary activity for the students on EHCP</i>		L
	Annual reviews.			<i>Home visits arranged where necessary and meetings with parents with social distancing measures carried out at the College</i>		
	Requests for assessment.			<i>Online meetings with review panels and LA by the SEND-Co. Meetings are reliant on the panel members for reviews and any postponements</i>		
	<i>Lockdown 3 – EHCP students are in the definition of vulnerable children and expected to attend</i>	<i>Not attending</i>	M	<i>SENDCo and DSL to write to parents/carers and review absences of those expected to be in attendance on site or online with parental confirmation</i>	<i>January 2021</i>	L

Attendance	Approach to supporting attendance for prioritised year groups determined.		<i>H</i>	<i>Prompt follow-up by Attendance Officer as normal with parents for reasons, reporting to the safeguarding team and DSL and pastoral team for any follow on conversations with and letters to parents.</i>	<i>Ongoing in June to end of term due to absence related to medical vulnerability of students and parents/carers</i>	<i>M</i>
	Approach to support for parents where rates of persistent absence were high before closure.					
School events, including trips	The College's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including College trips.		<i>H</i>	<i>All trips cancelled unless required for assessment grades. No overnight trips, postponement of the ski trip to March 2021 and to be reviewed if restrictions re still in place in the autumn – communication with parents /carers who understand the current decision. Any who have opted for refund have</i>	<i>March – ski trip Others are on-going</i>	<i>L</i>

				<i>be actioned by the finance team.</i>		
	Insurance cover for ski trip postponed to March 2021	<i>Loss of students' deposit</i>	<i>H</i>	<i>Waiting for government announcement of travel restrictions closer to the dates to enable a refund of deposits</i>	<i>December 2020</i>	<i>M</i>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	<p><i>Long term absence and fear of returning-online news and scares lowering staff confidence</i></p> <p><i>Union involvement and care for their members</i></p>	<i>M</i>	<p><i>On-going communication Teams with staff; online engagement to re-assure the measures put in place such as signage, notices, hand sanitisers and PPE provided as extra measures</i></p> <p><i>Weekly Inclusion bulletin shared with staff.</i></p> <p><i>Invited in for re-integrations for June</i></p> <p><i>Short visits arranged to their work areas to get accustom to signage, one way systems and locations of hand sanitisers to entrances. Line managers to speak to specific vulnerable staff members in their departments.</i></p>	<i>May to June; repeated ready for the September re-opening</i>	<i>L</i>

				<p><i>Individual PPE packs handed to each staff member at integration meetings – gloves, masks, visor and hand gel</i></p> <p><i>Business Director to have individual online meetings with pregnant member of staff for existing risk assessment of working from home and their plans for return to work in September</i></p>		
	Re-opening plans shared with trustees.		<i>M</i>	<p><i>Continuous and ongoing throughout lockdown with the Chair and online board meetings with all trustees.</i></p>		<i>L</i>
	<p>Communications with parents:</p> <ul style="list-style-type: none"> • Plan for full re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and 			<p><i>As previous sections, all forms of communications throughout the lockdown using emails, letters, social media</i></p>	<p><i>May – June; Repeated for September full opening</i></p>	<i>L</i>

	acknowledgement to parents of home learning		M	<p><i>and dedicated COVID19 area of the website for updates</i></p> <p><i>Online tutor and pastoral support to students on the measures and actions to ensure their safety upon return</i></p>		
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 		H	<p><i>For all the matters raised on this point, communication carried out by year tutor groups, via communications to their parents/carers</i></p> <p><i>One to one meetings with tutors.</i></p>	June; and wef 4.9.2020	L
	On-going regular communication plans determined to ensure parents are kept well-informed		M	<i>Ongoing letters, emails, website updates and social media</i>		L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Trustees/ Governance	Meetings and decisions that need to be taken prioritised.		L	<i>Virtual Trust Board meetings</i> <i>Trustees are always available for contact and support to make decisions. Challenges and questions are put forward to Principal and rest of leadership but safety measures and quality of teaching always on the foreground of getting the correct balance.</i>	<i>During Lockdown to now – September and ongoing</i> <i>Process continues to Lockdown 3</i>	L
	<p>Trustees are clear on their role in the planning and re-opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and trustees is clear and understood.</p>			As above		

	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all trustees and there is a plan for then these will be reviewed and potentially reinstated.		<i>M</i>	<i>Only essential work and checks have been actioned and understood by trustees that the effect of lockdown had on all operations across the educational, facilities and financial functions</i>		<i>L</i>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Limited reserves to meet the costs of extra measures of PPE, extra cleaning, extra staff costs, equipment for hand sanitisers and bins	H	<p>Work by finance team to secure the supplies needed and in addition to government guidance to ensure a secure safe site</p> <p>Work included getting the competitive prices to ensure best value for money and limit detrimental impact on small reserves that College has just recently built up after its recovery plan</p>	<p>April to now (September) and ongoing</p> <p>Separate records for the COVID19 costs for any future claim and reporting to the government</p>	<p>M</p> <p>Lockdown 3 – January 2021</p>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<p>Claim prepared to be submitted when released guidance from DfE and government.</p> <p>Costs of extra hours from other departments such as finance team, HR and others on term</p>	<p>June for action in July/August;</p> <p>Year-end budget reflecting the spend on safety measures and impact on the budget for the carry-forward to</p>	M

			M	<p><i>time have not been included.</i></p> <p><i>FSM for in-house food provision now distributed as monetary value to parents with impact on cash reserves</i></p> <p><i>Additional costs from the end of the summer term may not be possible to be claimed</i></p>	<i>the new academic year</i>	
	Any loss of income understood, including the impact of lettings, catering, non-GAG income and the financial implications of possibly not restarting.		L	<p><i>All reported to trustees</i></p> <p><i>Staff furloughed are small minority and have been reduced to enable safety measures to be in place for when restrictions are lifted in the summer.</i></p> <p><i>Staff affected fully updated at each stage with guidance from HR and HR consultant</i></p>	<i>May to June and ongoing; September review for report to trustees; ongoing and includes specifically the Lockdown 3 – January 2021</i>	L

	Insurance claims, including visits/trips booked previously.		L	<i>Ski trip deposits have been fully refunded for some students and rest are carried forward as requested for a postponed trip in March 2021</i>		L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 		L	<i>As staff as in-house on Trust employment contracts</i>	<i>Ongoing through lockdown and continuously reviewed</i>	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		L	<i>All considerations given and discussed with affected externals. With funding from central government continuing, most costs have continued to be met and continued to be paid.</i>		L