

A background network diagram consisting of numerous light gray circular nodes connected by thin, light gray lines. The nodes are scattered across the page, with a notable concentration of lines and nodes on the right side, where they appear to converge towards a single, larger node.

UST

University Schools Trust

the constellation

**UST Covid-19 Risk
Assessment
RGTS – 1st March 2021**

COVID-19: Operational risk assessment for school reopening September 2020

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2nd July 2020 as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Assessment conducted by:	CLO//FAL/PMA	Job title:	SLT Exec team plus Director of Learning for Systems and Operations	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of initial assessment:	07/07/20	Review interval dates:	21/09/20 30/10/20 17/11/20 07/01/21 01/03/21	Date of next review:	tbc
Related documents					
Trust documents:		Government guidance:			
		Coronavirus (COVID-19): guidance for schools and other educational settings Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Safe working in education, childcare and children's social care			

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable (3) Greater than 50% chance occurring More than once a day	Possible (2) Between 10 and 50% chance occurring More than once a week	Remote (1) Less than 10% chance of occurring Less than once a week
Likely impact	Major Health - Causes major physical injury, harm or ill-health. (3) Reputation – Causes major reputational damage to the school or Trust (3) Operational – Causes major disruption or financial impact on the school or Trust (3)	H (9)	H (6)	M (3)
	Severe: Health – Causes physical injury or illness requiring first aid. (2) Reputation – Causes severe reputational damage to the school or Trust (2) Operational – Causes severe disruption or financial impact on the school or Trust (2)	H (6)	M (4)	L (2)
	Minor: Health: Causes physical or emotional discomfort. (1) Reputation – Causes minor reputational damage to the school or Trust (1) Operational – Causes minor disruption or financial impact on the school or Trust (1)	M (3)	L (2)	L (1)

COVID-19: Operational risk assessment for school reopening

1. [Establishing a systematic process of partial opening, including social distancing](#)
2. [Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19](#)
3. [Maximising social distancing measures](#)
4. [Continuing enhanced protection for children and staff with underlying health conditions](#)
5. [Enhancing mental health support for pupils and staff](#)
6. [Maintaining educational provision for children of key workers and vulnerable children](#)
7. [Operational issues](#)
8. [Finance](#)
9. [Governance](#)
10. [Additional site-specific issues and risks](#)

KEY

Initials	Name	Role
CLO	Caroline Longhurst	Headteacher
FAL	Fariyah Alam	Deputy Headteacher
PMA	Peter Martin	Assistant Headteacher
OSA	Olivia Saunders	Assistant Headteacher
MGL	Matthew Glenn	SLT Consultant
LTU	Laura Tutty	SENCDO and Designated Safeguarding Lead/Extended SLT member
EHO	Emer Houston	ITT/Art Lead/Extended SLT member
MTO	Michael Toye	Head of MFL/Head of Year 10/Extended SLT Member
KRI	Kurt Ringmo	Operations Manager UST
ASM	Angie Smith	Senior HR Advisor
SCO	Sahara Cousins	Head of School Admin
KWI	Kris Williams	Network Manager
DBR	Donald Brownie	Premises Manager
LFA	Linda Farr	Finance Assistant
ANE	Anitha Nesbitt	Attendance Manager
SLT		Senior Leadership Team
LA		Local Authority
PH		Public Health
HOF		Head of Faculty
HOY		Head of Year

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial full opening, including social distancing and the use of bubbles						
1.1 Net capacity						
Available capacity of the school is reduced when social distancing guidelines are applied [Government guidance states that, in September 2020 'class sizes can return to normal']		<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. 				L
		<ul style="list-style-type: none"> Agreed new timetable and arrangements confirmed for each year group. 	<ul style="list-style-type: none"> Curriculum plan agreed (broad and balance and in line with previous plan in terms of period allocation/subject coverage) Times for the day incorporating staggered start and end time in place Timetable construction and rooming to include year group bubbles being allocated to zones within the school for the bulk of lessons Minimal movement between lessons and across subjects to be built into plans 	CLO/DKS CLO/DKS PMA PMA	07/07/20 07/07/20 14/07/20 14/07/20	
		<ul style="list-style-type: none"> Arrangements in place to support pupils when not at school with remote learning at home due to occasions such as coronavirus within the household or local lockdowns 	<ul style="list-style-type: none"> Review strategy for setting of work which allows them to access work which relates to the scheme of learning for their year group in each subject Develop a system to monitor engagement and ensure appropriate/regular feedback is provided to students on their work 	FAL FAL	Ongoing Ongoing	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> Provide work in paper form to students who do not have internet access or the ability to use an appropriate device 	FAL	In place and ongoing	
1.2 Organisation of teaching spaces						
a) Classroom sizes will not allow adequate social distancing		<ul style="list-style-type: none"> There is full compliance with the DfE system control measures set out in the latest government guidance. Pupils observe hygiene guidance and wash/sanitise hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Face coverings are worn in line with current government guidance. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents in place. Contact between individuals is minimised and social distancing maintained wherever possible. Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class/2m spacing) N/A Classrooms re-modelled, with chairs and desks in place to allow for social distancing or mitigated layouts to reduce distancing requirements Spare chairs removed from desks so they cannot be used. 	<ul style="list-style-type: none"> Purgo cleaning rota to be crafted and responsive to need and monitored for effectiveness Classroom layout revised with all desks facing the front where at all possible and 2m teacher zone marked out at the front of the front of each room Classroom signage to be undated to include habits and routines relating to bubbles/zoning and wearing of face masks Equipment boxes in each classroom in year group zones to keep equipment within year group bubbles To be considered as part of ongoing timetabling plans Students and staff to wear masks in all areas communal areas and classrooms unless medically exempt or engaging in physical aspects of PE Messages around hands/face/space to be reinforced on an ongoing basis 	DBR/KRI DBR/KRI OSA/SCO PMA PMA//FAL ALL ALL	05/03/21 and ongoing 08/01/21 31/08/20 04/03/21 31/08/20 Ongoing Ongoing	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Clear signage displayed in classrooms promoting social distancing and bubble operation/year group zoning In primary schools, classes stay together with their teacher and do not mix with other pupils. In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. 	<ul style="list-style-type: none"> Recommendation to be made to staff that they wear a face mask in the classroom unless they can absolutely guarantee that they can observe social distancing [maintain a 2M distance between themselves and the students] IT Teaching spaces to have room timetables on the teacher desk which colleagues sign before leaving to certify that they have wiped down the keyboard, mouse and desk area. Checked on a daily basis, followed up accordingly and refreshed every Friday afternoon. Room ventilation and A/C units to be reviewed, windows and doors open wherever possible Premises staff to open windows and doors as part of daily unlocking routine Teaching staff to be reminded of the need to alert premises where assistance with cleaning of equipment is required [CAT, science manage their own] 	<p>CLO/SLT</p> <p>KWI</p> <p>DBR</p> <p>DBR</p> <p>PMA/DBR</p>	<p>Ongoing</p> <p>03/03/21 and ongoing</p> <p>05/03/21</p> <p>04/03/21 and ongoing</p> <p>03/03/21 and ongoing</p>	
b) Large spaces need to be used as classrooms		<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited unless within a single year group bubble 	<ul style="list-style-type: none"> Assemblies to happen via MS Teams for the foreseeable future 	ALL	Ongoing	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Design layout and arrangements in place to enable social distancing. 				
1.3 Availability of staff and class sizes						
<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>		<ul style="list-style-type: none"> The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. For vulnerable staff and pupils, concerns are discussed, procedures explained and risk assessments offered. A pregnancy risk assessment is in place for any pregnant staff. Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Individual discussions to take place with colleagues who are deemed as vulnerable/clinically vulnerable/clinically 	<ul style="list-style-type: none"> Staff tracker to be updated on a daily basis and any change in status to be communicated to CLO/PMA/ASM Staff 1:1 risk assessments to be undertaken updated for CEV/CV/pregnant workers/over 60s and by request for other workers and control measures actioned accordingly following quality assurance process Staff working from home to have activities which are commensurate with those delivering and supporting on site Individual risk assessments to specify any agrees revisions to working practice or deployment Staff communication to signpost system for securing tests, initially through the local authority provision Staff who have short term issues with childcare to be managed on an individual basis Ongoing review of deployment based on staff tracker Staff who are clinically extremely vulnerable (CEV) are working from 	<p>CLO (ASM)</p> <p>Line managers/CLO &</p> <p>FAL and Line Managers</p> <p>HR/Line Managers</p> <p>CLO (EHA/ASM)</p> <p>CLO (ASM)</p> <p>CLO (ASM)</p>	<p>Ongoing</p> <p>08/09/20 and updated as required</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<p>extremely vulnerable plus those living in a household with people in these categories</p> <ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until staffing levels improve. N/A Approaches to staff with childcare commitments is consistent and communicated. N/A, as staff are expected to be returning to work as normal Plans for the deployment of staff not returning to school are communicated clearly – Only staff with extenuating circumstances should be in apposition where they cannot return to school 	<p>home, initially until 31/03/21 during lockdown period. Pregnant workers in their third trimester are also working from home. Plans are in place to allow teaching staff to teach remotely from home.</p> <ul style="list-style-type: none"> Revised CEV criteria to be circulated to staff Demo lessons on how to engage in online learning provided for years 7-9 and planned for year 10/12/13 Webinar for parents/carers planned for 19/20 07/01/21 on how to support with online learning/remote working. Repeated on 07/01/21 	<p>CLO (ASM)</p> <p>OSA/FAL</p> <p>FAL/PMA/OSA</p>	<p>03/03/21</p> <p>01/12/20</p> <p>07/01/21</p>	
1.4 Prioritising provision – N/A given full return to school for all year groups						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</p>		<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. <i>N/A</i> Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts. <i>N/A</i> 	<ul style="list-style-type: none"> Vulnerable students known to Social Care and SEN are to be 'urged' to attend school regularly and supporting evidence to be provided where this is not the case. <i>closely monitored to ensure they return to school and that their attendance is sustained</i> To be reviewed and allocated in response to need and dependent on students identified as requiring additional academic, social and/or emotional support following lockdown and school closure period 	<p>OSA/LTU/ANE</p> <p>OSA/LTU/ANE</p>	<p>07/09/20 and then ongoing</p> <p>07/09/20 and ongoing</p>	
1.5 The school day						
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>		<ul style="list-style-type: none"> Start and departure times are staggered. Attendance patterns have been optimised to ensure maximum safety. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. 	<ul style="list-style-type: none"> To be incorporated in daily schedules/timetable arrangements New rear entrance, side gate (and main reception to be used if needed) Updated guidance document for parents/carers to be crafted and distributed Updated guidance document for staff to include operational detail Specific guidance for students to be crafted and code of conduct to be signed on first day back by all as was the case in September 2020 	<p>PMA</p> <p>PMA</p> <p>MGL/OSA + Team input</p> <p>MGL + Team input</p> <p>OSA</p>	<p>01/09/20</p> <p>01/09/20</p> <p>03/03/21</p> <p>03/03/21</p> <p>03/03/21</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> • One-way systems agreed utilising external fire escape for exit and internal staircases for entering the building • Additional demarcation to be placed at entrances and walkways to ensure 1m + distance • Signage/markings at Reception to ensure social distancing is observed • System in place for visitors/reception protocols for visitors • Visitor to wear a face covering at all times unless social distancing can be maintained. Following Government guidelines in place as from 24/09/20, parents/carers are being provided with a disposable face covering to wear whilst on site. Exemptions to be approved by a member of the SLT 	PMA KRI/DBR FAL/SCO FAL/SCO SCO/Reception Staff/Staff Hosting Visitors	01/09/20 01/09/20 31/08/20 31/08/20 Ongoing	
1.6 Planning movement around the school						
Movement around the school risks breaching social distancing guidelines		<ul style="list-style-type: none"> • Year group 'bubbles' remain in their home bases for most of their learning. • Timetabling avoids more than one year group in circulation at any one time in the same part of the building. • Staff moving between year groups observe social distancing and hygiene procedures at all times. • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. 	<ul style="list-style-type: none"> • Plan to be crafted in response to increased number of students on site and reviewed as required • Timetable to be crafted with reduced movement of pupils in mind and to minimise staff exposure to unnecessary volumes of students • Lifts are now kept to 1 person capacity meaning that students cannot use them for the immediate future and 1 person capacity for staff with reminders to ensure sanitiser stations are used 	OSA/LTU PMA PMA	14/07/20 07/07/20 07/07/20 and then ongoing	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Lesson change overs are staggered to avoid overcrowding. Appropriate duty rota and levels of supervision are in place. Pupils are regularly briefed regarding observing social distancing guidance. 	<ul style="list-style-type: none"> before and after use plus that lifts are cleaned throughout the day. Duty rota to be crafted to reflect need depending on number of students designated to have unstructured time or to be arriving/leaving school site Additional duties may need to be allocated to support and teaching staff to ensure the smooth running of the site SLT/Middle Leaders to visit lessons to reinforce message on habits & routines, social distancing especially in unstructured time, bubbles and zoning on daily basis through 'on call system' Signage around school reinforces social distancing requirements 	<ul style="list-style-type: none"> PMA PMA CLO SCO 	<ul style="list-style-type: none"> 01/09/20 AS required 07/09 and then ongoing 03/03/21 and ongoing 	
1.7 Curriculum organisation						
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened		<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing when required and is calibrated to complement in-school learning and address gaps identified. Exam syllabi are covered 	<ul style="list-style-type: none"> Develop a school wide approach to identifying gaps in skills, knowledge for learners across the curriculum and utilise to inform teacher planning Remote learning strategy revised to increase feedback and support from teachers Middle leaders to adapt curriculum plans to accommodate outstanding syllabus requirements (year 13) and plan for specified coverage (year 12 and 10) 	<ul style="list-style-type: none"> FAL FAL FAL 	<ul style="list-style-type: none"> In progress 31/08/20 and ongoing 07/09/20 and ongoing 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Plans for intervention are in place for those pupils who have fallen behind in their learning. In-school curriculum is designed to target areas of greatest need Additional guidance can be found here; online learning resources here, Oak National Academy here, technology support here, guidance for parents on supporting home learning here, guidance for parents of children with SEND to support home learning here, EEF best evidence in remote learning can be found here, toolkit to support home learning. DfE's adapt the curriculum for remote education DfE's adapt teaching practice for remote education DfE's keep pupils engaged <i>BBC2 secondary provision</i> 	<ul style="list-style-type: none"> Transition information to be used to identify students who were not expected to meet the required standard by primaries pre-school closure period Reading Ages and CATs to be undertaken by incoming year 7 in September plus any students for whom data is missing Use of tuition funding and additional capacity to provide targeted support for identified students Pupil premium plan for 20/21 to be crafted and to focus on closing the gaps Curriculum to remain broad and balanced across KS3/4 and follows agreed pathway in KS5 Remote learning plan to be reviewed for effectiveness/coverage [check 5 hours entitlement per day, p46] Quality assurance of remote learning provision for individuals who are self-isolating to take place School to provide laptop loan to avoid the need for paper-based work 	<p>FAL/LTU</p> <p>FAL/Heads of Faculty/LTU</p> <p>FAL/LTU</p> <p>FAL</p> <p>FAL</p> <p>FAL</p> <p>FAL</p> <p>FAL</p> <p>PMA</p>	<p>07/09/20 and ongoing</p> <p>In progress</p> <p>In progress</p> <p>Ongoing</p> <p>Ongoing</p> <p>12/03/21</p> <p>Ongoing</p> <p>Ongoing</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	H	<ul style="list-style-type: none"> Learning activities for which there is a greater risk of infection are identified and relevant staff informed. Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. Enrichment activities are reviewed and revised accordingly. 	<ul style="list-style-type: none"> Practical subjects all have a subject specific risk assessment in place Additional training has been delivered to technicians to support with the additional cleaning needs Discussions with ML for practical subjects on what is deliverable according to revised guidance [creative arts & technology, PE, drama, music, science] Consideration around starting extra curricular provision [term 5 onwards, by year group] Team sports will only be considered for those whose national bodies have developed guidance, such as sports on the list available here. Competing with other schools will not be permitted until wider grassroots sport for under 18s is allowed 	<p>FAL</p> <p>FAL</p> <p>SLT Line Managers</p> <p>SLT</p> <p>PMA/MGL</p>	<p>Ongoing</p> <p>Ongoing</p> <p>04/03/21</p> <p>22/03/21</p> <p>Ongoing</p>	M
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> All school visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that discrete year group bubbles do not mix on school visits. 	<ul style="list-style-type: none"> To date, school visits have not been permitted. Curriculum leaders have sought alternative methods to teach in the absence of trips and visits Further consideration is needed for GCSE Geography and the fieldwork element 	PMA	When required	M
1.8 Staff workspaces						
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. 	<ul style="list-style-type: none"> Staff room reconfigured with minimum amount of furniture and signage to say 'maximum three people present at once' 	PMA	05/06/20	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff have been briefed on the use of these rooms. Staff have allocated a specific room as their designated workspace if they choose to work on site. 	<ul style="list-style-type: none"> DBR to use template for signs and reception to support with production of these Review options for second work room Offices to be reconfigured including removal of hardware Signage on offices to include maximum capacity Removal of keyboards and mice from computers not being used in the staff room Staff guidance to include information on use of rooms and covered in training/INSET sessions 	PMA(DBR) FAL/DBR KWI PMA (DBR) PMA(KWI) FAL	09/06/20 09/06/20 05/06/20 09/06/20 10/06/20 As required	
1.9 Managing the school lifecycle						
a) Limited progress with the school's summer term Spring Term 2021 calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full reopening. Staff recruitment for the forthcoming term has been completed. Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. Staff recruitment for September 2020 completed. 	<ul style="list-style-type: none"> Ensure that all scheduled events have been considered and adapted for remote provision where possible Shared priorities and Work Plans in place for SLT identifying Term 4 (Covid related planning to be targeted through this risk assessment document) SLT roles and responsibilities to be confirmed. Curriculum planning underway with collaboration across RGTS and SPWT. 	PMA SLT SLT Exec FAL	05/06/20 Ongoing 05/06/20 To be agreed	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Spring into Summer recruitment plans have been revised Curriculum and timetable for September 2020 completed. 	<ul style="list-style-type: none"> Timetable parameters and staffing agreed. Construction underway SLT have identified key priorities and non-negotiables for Term 4 in an effort to make workload manageable and to provide a clear focus 	<p>PMA</p> <p>CLO</p>	<p>Initial feedback: 08/06/20 – Final deadline 18/06/20</p> <p>Ongoing</p>	
b) Pupils moving on to the next phase in their education do not feel prepared for the transition		<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. 	<ul style="list-style-type: none"> Destinations for year 13 students monitored and those not intending to go to university supported in securing alternative pathway Letters to all year 12 students confirming conversations via telephone about next steps Support for year 12 students who will not be continuing at RGTS in securing alternative provision provided via SJA Enrolment & induction plans to be crafted to include probationary period Timetable construction underway to enable Year 9 Pathways choices to be communicated via letter to families Further work to be done on Year 7 and Year 12 admissions and marketing strategy for 2020/2021 Focus to begin on transition for year 7 students joining RGTS in September 2021 	<p>PMA/SJA</p> <p>PMA/SJA</p> <p>PMA/SJA</p> <p>PMA</p> <p>FAL/PMA</p> <p>PMA/FAL</p> <p>FAL/OSA</p>	<p>Ongoing</p> <p>01/06/20</p> <p>09/06/20</p> <p>08/06/20</p> <p>wc 15/06/20</p> <p>15/06/20</p> <p>wc 01/03/21 and ongoing</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> Recruitment campaign for year 12, September 2021 to be firmed up and implemented 	PMA/MGL	wc 08/03/21 and ongoing	
1.10 Governance and policy						
<i>Trustees & Governors are not fully informed or involved in making key decisions</i>		<ul style="list-style-type: none"> Online meetings are held regularly with Trustees & governors. The Trust Board are involved in key decisions on reopening. Trustees & Governors are briefed regularly on the latest government guidance and its implications for the school. Check that the delegation and amendments allow for rapid decision making as required 	<ul style="list-style-type: none"> Regular updates between CLO and Chair of Governors Next LSGB meeting scheduled for 18/03/21 Chair of governors disseminates key information to governing body 	CLO CLO/CPO CPO	Ongoing 08/07/20 Ongoing	
1.11 Policy review						
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances		<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Enhanced safeguarding and welfare provision is put in place for increased workload through monitoring, parental communications and disclosures Staff, pupils, parents and governors have been briefed accordingly. 	<ul style="list-style-type: none"> Safeguarding Appendix in place and approved by LSGB. To be reviewed in line with most recent guidance Health and Safety policy appendix to be crafted by Armadillo Fire Evacuation plan appendix to be crafted by Armadillo Behaviour for Learning policy appendix to be crafted Attendance policy appendix to be crafted 	LTU KRI (DBR) KRI (DBR) FAL/OSA PMA/ANE	09/06/20 09/06/20 09/06/20 09/06/20 09/06/20	
1.12 Communication strategy						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners <i>including contractors</i> • Communications strategies for the following area: <ul style="list-style-type: none"> • Safe arrangements for pupils & staff • Curriculum & Timetabling • Updates processes & briefings • Expectations • Updated procedures and policies (permanent and temporary) <p>Further details of these can be found throughout this document</p>	<ul style="list-style-type: none"> • Methodology (text, email, letter, website, telephone, Twitter) and frequency of communication to key stakeholders to be determined as the need arises • Staff, pupils and parents receive updates and information on at least a weekly basis • Behaviour for Learning, Attendance and Safeguarding addendums to be reviewed to reflect current guidance 	<p>SLT</p> <p>SLT</p> <p>OSA/MGL/LTU</p>	<p>Ongoing</p> <p>Ongoing</p> <p>04/03/21</p>	
		<ul style="list-style-type: none"> • SLT Exec • FAL/PMA • OSA(Student behaviour and engagement); FAL (Student learning); CLO (staff expectations) • SLT Exec 				
An unforeseen lockdown situation prevents effective communication with		<ul style="list-style-type: none"> • Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. 	<ul style="list-style-type: none"> • Safeguarding policy addendum has been updated in light of January lockdown 	FAL/OSA/LTU	01/21	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
pupils, parents and staff regarding contingency arrangements		<ul style="list-style-type: none"> A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. 	<ul style="list-style-type: none"> All letters to parents are available via the school website to refer to at a later date 	CLO/FAL/PMA	Ongoing	
		<ul style="list-style-type: none"> Contact records for pupils, parents and staff are kept up to date. 	<ul style="list-style-type: none"> Student friendly versions of key messages to parents are also crafted in a weekly pastoral newsletter 	OSA/MTO	Ongoing	
		<ul style="list-style-type: none"> The school's remote learning policy and arrangements for remote learning are published on the school website. 	<ul style="list-style-type: none"> Remote learning policy and arrangements for remote learning are published on the school website along with a designated section of the website on Remote Learning guidance for students and parents/carers 	FAL	25/01/21	
1.12a Pupil Attendance						
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection		<ul style="list-style-type: none"> Communications with parents reassure them about the safety of full reopening under the latest government guidance. Dialogue is held with parents who have concerns. 	<ul style="list-style-type: none"> Students identified as vulnerable are contacted by named staff members within the inclusion team 	CLO/SLT	Ongoing	
			<ul style="list-style-type: none"> Communication with vulnerable families is more frequent 	LTU/ANE/OSA/HOY	Ongoing	
			<ul style="list-style-type: none"> Inclusion team are in regular contact with allocated social workers and external agencies 	"	"	
			<ul style="list-style-type: none"> Accurate attendance records to be maintained 	ANE	Ongoing	
			<ul style="list-style-type: none"> Accurate lesson attendance records to be maintained 	ANE	Ongoing	
			<ul style="list-style-type: none"> Attendance to be monitored and addressed where any students do not reengage/sustain appropriate attendance/punctuality levels 	ANE/HOY	Ongoing	
<ul style="list-style-type: none"> Close monitoring of and swift follow up to suspected CME [child missing in 	ANE/SLT Key Stage Lead	Ongoing				

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
			education] and avoidance of EHE [elective home education]			
1.13 Staff induction and CPD						
a) Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> • A revised staff handbook/guidance is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • • The DfE system control measures set out in the latest government guidance • Organisational arrangements (i.e. year groups operating as 'bubbles') • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	<ul style="list-style-type: none"> • Staff guidance document to be populated using SPWFS template • Infection control – Trust-wide communication • Fire safety and evacuation procedures – • Constructive behaviour management • Safeguarding • Risk management – Trust-wide communication • Health and Safety committee now established with termly meeting. • Early closure on 03/03/21 to focus on staff training: 	SLT Exec + Team Input UST Exec KRI (DBR) OSA LTU UST Exec KRI SLT	09/06/20 <i>Initial INSET for staff involved in Year 12 one to one and supporting smooth running of the school provisionally scheduled for Friday 12th June, possibly in groups</i> Spring Term 1 /ongoing 03/03/21	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> ○ School vision, values and priorities ○ Revisions to the school risk assessment ○ Habits & routines and ways of working ○ BfL policy implementation updates ○ Curriculum planning and reengaging students with onsite learning ○ Wellbeing and support. ● Staff to sign to certify they have received updates/training and they will follow social distancing and one-way systems as well as implement ways of working 	PMA/SCO	05/03/21	
b) New staff are not aware of policies and procedures prior to starting at the school when it reopens		<ul style="list-style-type: none"> ● Induction programmes are in place for all new staff – either online or in-school – prior to them starting. ● The revised staff handbook is issued to all new staff prior to them starting. 	<ul style="list-style-type: none"> ● Possibilities around new staff induction days to be considered and possibly conducted in small groups on w/c 6th July ● Identification of any new staff who may not be able to engage in on-site activities ● Initial contact with new staff to continue following checks being undertaken and contracts being signed ● Induction for PGCE trainees deferred from 7th Jan to 8th February The school's senior professional tutor is in regular contact with the universities. 	CLO/FAL ASM EHO	09/06/21 Ongoing Ongoing	
Staff are not equipped or trained		<ul style="list-style-type: none"> ● All staff are inducted in the use of MS Teams 	<ul style="list-style-type: none"> ● All staff have received training on MS Teams 	FAL/HOF	Ongoing	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
to deliver remote learning		<ul style="list-style-type: none"> All staff have equipment to deliver online learning from their classrooms and from their homes. All staff receive support and training to ensure that pupils learning at home and at school follow the school's curriculum plans. 	<ul style="list-style-type: none"> Staff receive weekly reading and tips on how to improve their remote teaching January Twilight is dedicated to improving remote teaching Staff are paired up in live lessons to ensure that they are supported in their delivery Heads of Faculty are deployed to support in lessons with less experienced teachers EHO has one to one check ins with NQTs and trainees to provide continued support during NQT induction 			
1.14 Free school meals						
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school		<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	<ul style="list-style-type: none"> Plan to audit vulnerable/key worker students' FSM entitlement. <i>A major concern around the manageability and practicalities associated with this as the number of students on site increase</i> Letter to be sent to families confirming arrangements 	PMA(ECA) PMA	15/06/20 and then ongoing 10/06/20	
1.15 Risk assessments						
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches		<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school 	<ul style="list-style-type: none"> Incorporated within the plans for partial reopening Subject-specific risk assessments are in place for practical subjects to identify areas of risk and additional control measures for practical lessons. 	PMA PMA/FAL	05/06/20 05/06/21	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
of social distancing and hygiene guidance.		<ul style="list-style-type: none"> During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 				
1.16 School transport						
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times		<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	<ul style="list-style-type: none"> Questionnaire to year 12 students to include asking about current method of transport Questionnaire to Key Stage 3 parents/carers asking about current method of transport and what their future method of transport prior to reopening of school and encouraged to walk or cycle. Vast majority of students live within 1.8 miles of the school estate. Liaison with TFL to request increase in buses at peak periods dependent on number of students on site and confirm arrangements for them ensuring the social distancing is observed on their services 	<p>PMA</p> <p>PMA</p> <p>PMA</p>	<p>05/06/20</p> <p>As required</p> <p>Ongoing/as required</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
Conditions and arrangements on dedicated school transport pose risks to infection control		Schools agree with the operators of dedicated school transport the following measures where possible: <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible reflecting the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 				
1.17 Responding to cases of COVID-19 and local lockdowns						
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff		<ul style="list-style-type: none"> • There is full compliance with the DfE system control measures set out in the latest government guidance. • Year group 'bubbles' are kept discrete at all times. • The school engages swiftly with NHS Test and Trace if cases are suspected. • The Toolkit for confirmed COVID-19 cases in school, including the Action Plan, is followed for all confirmed cases. • Advice is sought from Trust/London Coronavirus Response Centre/Local Authority/Public Health Teams and appropriate action taken. Close contacts are identified and asked to self-isolate. • Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	<ul style="list-style-type: none"> • SLT review new guidance as it is published and respond accordingly • Bubbles are the key consideration in any timetable planning • ANE to remain the key link with families and with T&T, including following their steer where this deviates from our guidance on self-isolation timeframes for students who test positive • Templates in place to support with the implementation of the LCRC toolkit • School adopts best practice in terms of on-site risk assessments and liaising with outside agencies where required. 	CLO/SLT PMA CLO/ANE FAL/CLO CLO/FAL	Ongoing Ongoing Ongoing 01/11/20 Ongoing	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> • ANE to oversee students who are Self isolating and FAL to manage and quality assure workflow • Seating plans to be updated and held centrally on school system and maintained for all lessons which occur in the same room 	FAL/ANE HOF/SLT	Ongoing 12/03/21	
The school is unprepared for a local lockdown should the rate of infection rise in the area		<ul style="list-style-type: none"> • There is full compliance with the DfE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the school closure period are applied to the contingency plan. 	<ul style="list-style-type: none"> • SLT review new guidance as it is published and respond accordingly • School has modelled several rota-based systems and undertaken a feasibility audit in terms of staffing levels which will be implemented when required • Remote Learning Strategy is prepared, ready for roll out and adapted as learning points occur 	CLO/SLT PMA FAL [+team input]	Ongoing When required Ongoing	
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19						
2.1 Public Health England System Control Measures						
Current PHE Guidance relating to system control measures are not followed.		<ul style="list-style-type: none"> • Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place 	<ul style="list-style-type: none"> • School follows guidance form local PH team and seeks advice where necessary 	CLO/SLT	Ongoing	
2.2 Cleaning						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection including but not limited to increased toilet cleaning, door handles, common equipment, lidded pedal bins double bagged. (See guidance here and here). Working hours for cleaning staff are increased. 	<ul style="list-style-type: none"> Comprehensive risk assessment from Purgo including: <ul style="list-style-type: none"> evidence of agreement with Purgo on cleaning plan for quality assuring the cleaning record sheet for cleaning the toilets cleaning checklist Training for technicians and teachers of practical subjects on requirements on cleaning shared equipment. 	KRI(DBR) in conjunction with Purgo	08/06/20	H
2.3 Hygiene and handwashing						
a) Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	<ul style="list-style-type: none"> Continue to monitor the supplies for sanitiser/wipes and tissues Details of where handwashing stations are to be collated and publicised 	KRI(DBR) KRI (DBR)	Ongoing 08/06/20	M
b) Pupils and staff forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	<ul style="list-style-type: none"> Standardised PowerPoint template for lessons with reminders attached Timetable to include frequent handwashing opportunities and SLT/middle leaders to check adherence with this on a daily basis Staff guidance to include expectations on frequent hand washing and use of hand sanitiser at key points 	FAL PMA FAL	10/06/20 08/06/20 and ongoing 09/06/20	H
2.4 Clothing/fabric						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
a) Not wearing clean clothes each day may increase the risk of the virus spreading		<ul style="list-style-type: none"> • Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. • Expectations and guidance are communicated to parents. 	<ul style="list-style-type: none"> • Decision on uniform for Key Stage 3 to be considered as part of wider reopening of the school • Communication to year 12 to include reminder on business dress attire and the need for frequently changing/washing their clothes • Response to student non-compliance around uniform/appearance [years 7-10] to be agreed • Response to non-compliance around business dress/appearance [sixth form] to be agreed 	SLT Exec PMA OSA/MTO PMA	As required 05/06/20 03/03/21 03/03/21	
b) The use of fabric chairs may increase the risk of the virus spreading		<ul style="list-style-type: none"> • Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. 	<ul style="list-style-type: none"> • Inventory is created for furniture that is kept in storage 	DBR	08/06/20	
2.5 Testing and managing symptoms						
NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing		<ul style="list-style-type: none"> • Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. • Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. • Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. 	<ul style="list-style-type: none"> • Ongoing communication from Trust to all colleagues on this • Communicated to parents via letters and reiterated by Student Services team when dealing with individual cases • As above 	LHO/CLO/SLT/ASM CLO/ANE	Ongoing Ongoing	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff, parents and pupils are clear that they should self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if someone they live with develops coronavirus (COVID-19) symptoms. Post-testing support is available for staff through the school's health provider. 	<ul style="list-style-type: none"> Details of the Employee Assistance Programme made readily available to staff Pupils or staff that have travelled abroad will be referred to the current government guidance on quarantine and they must not come into school School will report cases to NHS Test and Trace whenever this is required by current government guidance 	<p>CLO/ASM</p> <p>ANE</p> <p>ANE/SCO</p>	<p>Ongoing</p> <p>Ongoing</p> <p>As required</p>	
<p>Transmissions due to asymptomatic cases put pupils and staff at risk and could result in some transmissions in schools going undetected. This is a particular concern given high transmissibility of new variants.</p>		<ul style="list-style-type: none"> In school testing is provided in line with current government guidance. <i>(Scientific evidence indicates that Lateral flow testing will identify new variants of Covid-19).</i> Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details). 	<ul style="list-style-type: none"> School are engaging with the LA pilot of Lateral Flow Testing [LFT] through the on site provision [bi-weekly] and mass testing centre at Charlton Athletic. This facility will no longer be available to secondary staff and students as they will move across to home testing [staff 08/03/21, students 22/03/21] Risk Assessment to be formally undertaken in terms of set up, using modelling from Sodexo. School to continue to be supported by the local authority and public health team in carrying out the scheduled LFTs during the first two weeks back Online consent form is live, positive promotion of consenting to LFT and nudging to take place between now and 8th March 	<p>CLO/SLT/LA</p> <p>KRI/PMA</p> <p>CLO/PMA</p> <p>SCO</p>	<p>Ongoing</p> <p>05/02/21</p> <p>Ongoing</p> <p>06/03/21</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> • Numbers of consenting families in each year group to be confirmed and communicated to local authority • Logistics on staggered return to be mapped in. <ul style="list-style-type: none"> ○ Students to arrive according to classes rather than tutor groups [according to timetable] ○ Holding facility to be agreed • Test 2 and test 3 to be mapped in during first two weeks • Staff plan for distribution of self-testing kits to be crafted • Gather consent refusal & store in SIMS • Student plan for distribution of self-testing kits to be crafted • Staff 'how to' guidance/video on undertaking tests • Staff to be provided with suggested days to undertake tests [Sunday afternoon and Thursday] • Staff to be given advice on action to be taken in the event of a positive LFT/Accessing a PCR • Parental comms on LFT at home to 	<p>PMA</p> <p>PMA/CLO</p> <p>PMA/CLO</p> <p>SCO</p> <p>SCO</p> <p>SCO</p> <p>LTU</p> <p>LTU</p> <p>CLO/ASM</p>	<p>06/03/21</p> <p>02/03/21</p> <p>02/03/21</p> <p>02/03/21</p> <p>05/03/21</p> <p>10/03/21</p> <p>08/03/21</p> <p>15/03/21</p> <p>03/21 and ongoing</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
			<p>include:</p> <ul style="list-style-type: none"> • Days to undertake • Recording of results on government website and school website • Action in the event of a positive case [Access PCR test, inform ANE, SI for 10 days] • Non-consent plan • Student training in how to undertake LFT using students in onsite provision to record video • Method for tracking test results from 22/03/21 to be crafted – staff and students • Location and set up of testing bays [? x 3] on site to support those who forget/who cannot test at home [Room 1.11] • Identification of staff to support with ongoing testing on site [when required] • Risk Assessment to be drawn up for the retained testing provision on site from 22nd March onwards [2 bays] • We will provide home testing kits to parents/carers collecting symptomatic children, and to staff who've developed 	<p>CLO/PMA</p> <p>OSA</p> <p>PMA</p> <p>SCO/DBR</p> <p>LTU/SCO</p> <p>KRI/PMA</p> <p>ANE/SCO</p>	<p>12/03/21</p> <p>05/03/21</p> <p>09/03/21</p> <p>05/03/21</p> <p>05/03/21</p> <p>15/03/21</p> <p>When required</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
			symptoms at school, if they are unable to get a test elsewhere.			
c) Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative (DfE guidance on prevention and control here, NHS guidance on what to do if you or someone you live with has coronavirus here, guidance for households with possible coronavirus infection here and guidance on testing here). Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. 	<ul style="list-style-type: none"> Staff absence and tracker to be updated and managed on a daily basis Student attendance and tracker to be updated and managed on a daily basis Reconfigure apprentice suite for holding space for staff/students who are symptomatic Training for any first aid colleagues to be provided by Armadillo on how to respond to students who are displaying symptoms Guidance document for staff to be updated with procedures on how to respond to students who are displaying symptoms Government guidance to be followed in relation to confirmed cases – contact to be made through the DfE coronavirus helpline Communication to parents/carers to include government guidance on family members exhibiting symptoms Trackers to be in place and maintained for staff and students LCRC toolkit in use to support with management of confirmed cases Liaison to take place with local public health team around possible outbreaks 	CLO/ASM LTU/ANE DBR LTU FAL CLO CLO ANE/ASM CLO CLO	Ongoing Ongoing 05/06/20 09/06/20 05/06/20 Ongoing 09/06 and then ongoing “ Ongoing As required	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is rASMrted to the trust or local authority. 	<ul style="list-style-type: none"> Criteria of possible outbreak is now 2 or more cases within a 14-day period or an overall rise in sickness abs where C19 is suspected [not within a 10-day period as previously] Students who present with symptoms should still be collected by a parent/carer[years7-10] although sixth form students may make their own way home with parental permission and advice given not to not travel via public transport [page 10 of guidance] <p>Responding to suspected cases:</p> <ul style="list-style-type: none"> PPE only required by staff dealing with suspected cases if a 2m distance cannot be maintained Staff and students who have been in contact with a suspected case [who has been on site that day] need to sanitise their hands. The area around the person needs to be cleaned, not whole room as previously 	<p>CLO/ANE</p> <p>SLT/SCO/ANE</p> <p>LTU/SCO</p> <p>SLT</p> <p>DBR</p>	<p>As required</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
d) Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should		<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. 	<ul style="list-style-type: none"> Note revised definition of close contacts [p26 of guidance] for purposes of Trak and Tracing Negative PCR = still required to SI for 10 days as they can still become 	<p>ANE/CLO</p> <p>ANE</p>	<p>Ongoing</p> <p>Ongoing</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
anyone display symptoms of COVID-19		<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>symptomatic [p26] – Review practices accordingly</p> <ul style="list-style-type: none"> See item 2.4b See item 2.4b See item 2.4b 			
e) Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<ul style="list-style-type: none"> Communication to parents/carers and staff will include detail around likely response in the event of a confirmed case in line with PHE/govt guidance Template letters are prepared for the event of a confirmed case School will follow the guidance in the LCRC toolkit/local public health team/DfE guidance School will seek advice from DfE coronavirus helpline where required 	<p>SLT Exec</p> <p>"</p> <p>CLO</p> <p>CLO</p>	<p>09/06/20</p> <p>"</p> <p>Ongoing</p> <p>Ongoing</p>	
2.6 First Aid/Designated Safeguarding Leads						
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	<ul style="list-style-type: none"> First aid training has now taken place – there are now 23 first aiders trained across the school Further staff receiving 3 day first aid training wc 01/03/21 Two additional senior staff have undertaken DSL Training Not applicable to RGTS at this stage 	<p>KRI/LTU</p> <p>LTU</p> <p>MTO/OSA</p>	<p>08/06/20</p> <p>05/03/21</p> <p>February 2021</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
2.7 Medical rooms						
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<ul style="list-style-type: none"> Review first aid rota to incorporate staff who will be on site Carry out modifications to current first aid room and Apprentice Suite Cleaners are briefed on what to do if a student/member of staff is symptomatic – evidence needed to be sent to CLO from Purgo See 2.4b regarding training for staff 	LTU LTU/DBR KRI/DBR	11/06/20 11/06/20 11/06/20	
2.8 Communication with parents						
a) Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks created (guidance documents). Agree and communicate the frequency of communication to parents 	<ul style="list-style-type: none"> See 1.12 Set up a designated area on school website for covid19 updates, guidance and useful information Guidance documents to be created from all of the documentation already being constructed. Where appropriate, parent/pupil information to be updated on the website See 1.12 	FAL/LTU FAL + Team Input	5/06/20 10/06/20	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
b) Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	<ul style="list-style-type: none"> See 1.12 			
<ul style="list-style-type: none"> 2.9 Personal Protective Equipment (PPE) 						
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured (<i>see guidance for further details</i>) Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. All staff and students are expected to wear a face covering in all communal spaces. For staff, this includes outdoor spaces Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	<ul style="list-style-type: none"> Greenwich LA PowerPoint from PE training to be circulated to staff and utilised in Inset/briefings Appropriate receptacles to be sourced for the disposal of PPE Order PPE stock for school Establish and maintain inventory of PPE Staff guidance document to include guidance on wearing gloves (take from Greenwich LA training) and include removal of used gloves in pedal bins Electronic signage on screens to include brief reminders on use of PPE All students have face coverings and those who are exempt from wearing one have been given a lanyard to indicate their exemption 	PMA KRI/DBR KRI/DBR KRI/DBR FAL FAL LTU/SLT	10/06/20 10/06/20 05/06/20 05/06/20 then ongoing 09/06/20 11/06/20 08/03/21 and ongoing	
3. Maximising social distancing measures						
3.1 Pupil behaviour						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
Pupils' behaviour on return to school does not comply with social distancing guidance		<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 	<ul style="list-style-type: none"> • See 1.2, 1.5, 1.6. 1.11, 1.12,1.15 and 1.16 • Behaviour for Learning policy addendum updated in light of January lockdown • BfL Policy Addendum to be updated with specific reference to compliance around mask wearing • Response to students who do not comply in respect to mask wearing to be agreed [staged] • Response to students who do not bring masks to be agreed [staged] • Distribution of cloth masks [x 2] to be planned and prepared • Purchase of sealable plastic bags for every student and staff member to be organised • Revised duty rotas to ensure adequate coverage of staggered starts, 2 x breaks, 2 x lunches, staggered end to the day and supervision of hand washing stations 	<p style="text-align: center;">OSA</p> <p style="text-align: center;">OSA</p> <p style="text-align: center;">OSA/MTO</p> <p style="text-align: center;">OSA/MTO</p> <p style="text-align: center;">SCO</p> <p style="text-align: center;">SCO</p> <p style="text-align: center;">PMA</p>	<p style="text-align: center;">01/21</p> <p style="text-align: center;">03/03/21</p> <p style="text-align: center;">03/03/21</p> <p style="text-align: center;">03/03/21</p> <p style="text-align: center;">04/03/21</p> <p style="text-align: center;">04/03/21</p> <p style="text-align: center;">04/03/21</p>	
3.2 Classrooms and teaching spaces						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures		<ul style="list-style-type: none"> Home base (tutor rooms) arrangements in place. Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). All furniture not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly. 	<ul style="list-style-type: none"> Tutor rooms will be identified as required dependent on the number of students on site See 1.2 	PMA	In line with timetabling plans	
3.3 Movement in corridors and staircases						
Social distancing guidance is breached when pupils circulate in corridors and staircases		<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. One-way systems are in operation where feasible. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. Lesson change overs are staggered to avoid overcrowding. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. Staircases: outside fire staircase to go down, indoor staircase to go up 	<ul style="list-style-type: none"> See 1.6 on movement around the school building Staff are permitted to wear Visors in teaching spaces and visors and/or face coverings in communal spaces Students are permitted to wear face masks in communal spaces but not in lessons. Parents/carers wishing for their child to wear a face covering in lessons (in the form of a visor) need to meet with the respective HOY and/or our SENCO to agree appropriate use and care of this. Staff and students are expected to wear a face covering in corridors, communal spaces and classrooms. Students who are exempt from wearing a face covering will be given 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
			<ul style="list-style-type: none"> reissued with a coloured lanyard to demonstrate this exemption. All PPE used in school must be different from that used outside to avoid cross-contamination Staff wear high-vis jackets on duty to enable students to see adults more easily. Revised 'on call' rota to be created and to include supervision of student movement on changeover [within zones and between curriculum areas] and checking adherence to handwashing/sanitising 	PMA	03/03/21	
3.4 Break times						
Pupils may not observe social distancing at break times		<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	<ul style="list-style-type: none"> See 1.5 and 1.6 Duty detailing to include mask checking on re-entering building and putting masks on prior to leaving eating areas. No child re-enters building without face mask on. Students will be able to remove their masks when outside and will be actively encouraged to observe social distancing 	PMA	04/03/21	
<ul style="list-style-type: none"> 3.5 Lunch times 						
a) Pupils may not observe social		<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. 	<ul style="list-style-type: none"> See 1.5 See 1.6 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
distancing at lunch times		<ul style="list-style-type: none"> Pupils wash their hands before and after eating. Dining area layouts have been configured to ensure social distancing. Tables and chairs have been cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are cleaned after lunch. 	<ul style="list-style-type: none"> Liaise with kitchen staff on arrangements for lunch preparation and serving Communication to parents to include guidance on packed lunches See 2.1 Liaison with catering staff on cleaning expectations 	<p style="text-align: center;">PMA</p> <p style="text-align: center;">PMA/LTU</p> <p style="text-align: center;">DBR</p>	<p style="text-align: center;">Daily</p> <p style="text-align: center;">09/06/20</p> <p style="text-align: center;">Daily</p>	
b) There is not adequate provision for students at lunch time		<ul style="list-style-type: none"> Reactivate and amend catering contracts as appropriate 	<ul style="list-style-type: none"> In response to need, school/UST team is working with GLS – the school’s external catering provider to quality assure their risk assessment 	KRI	Ongoing	
3.6 Toilets						
Queues for toilets and handwashing risk non-compliance with social distancing measures		<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. 	<ul style="list-style-type: none"> See 1.2 See 1.2 Add to areas covered within 3.1 on BfL 	PMA	5/06/20	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied daily Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	<ul style="list-style-type: none"> Year 12 teachers to be told they can only allow students to go to the toilet one at a time To be considered as part of the wider opening of the school. See 2.1 for cleaning See 2.2 on signage 			
3.7 Medical Rooms						
The configuration of medical rooms may compromise social distancing measures		<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<ul style="list-style-type: none"> See 2.4 and 2.6 			
3.8 Reception area						
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). 	<ul style="list-style-type: none"> Ensure the visors for front of reception are installed Refreshments to be reduced to disposable bottles of water Brief reception team on signing visitors in/out 	KRI/DBR DBR FAL	05/06/20 05/06/20 05/06/20	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	<ul style="list-style-type: none"> Pattern of non-essential deliveries to be managed so as to not interfere with onsite provision for students. Where at all possible, visitors are informed in advance that they can only attend the school site with a prior appointment Reception to hold school diary with respect to all planned appointments and reviewed daily Reception staff to sign in visitors and staff on inventory on their behalf and wipe down screen in between uses Staff to use key card entries for signing in to the building Check functionality of all staff key cards for contactless sign in Visitors and parental meetings are now limited to those which are considered to be essential Accurate record of all visitors and contact details to be retained by reception team in the event of notification of being a close contact 	LFA/DBR Reception Team SCO/Reception Team Reception team Reception Team PMA (KWI) Reception Team SCO/Reception Team	05/06/20 and ongoing Ongoing Ongoing Ongoing Ongoing 09/06/20 Ongoing Ongoing	
3.9 Arrival and departure from school						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	<ul style="list-style-type: none"> See 1.5 			
3.10 Transport						
The use of public and school transport by pupils poses risks in terms of social distancing		<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. Survey of families and staff re. travel to be carried out Further consideration needed to audit staff's use of public transport to ensure that staff are not travelling at peak times 	<ul style="list-style-type: none"> See 1.16 School publicises expectations around use of public transport and promotes walking, cycling or car drop off/pick up through parental communications 	CLO	Ongoing	
3.11 Staff areas						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
The configuration of staff rooms and offices makes compliance with social distancing measures problematic		<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Staff are briefed about the limitations to use of staff rooms. 	<ul style="list-style-type: none"> See 1.2 			
4. Continuing enhanced protection for children and staff with underlying health conditions						
4.1 Pupils with underlying health issues						
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them		<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	<ul style="list-style-type: none"> Contact to be made with students who have known conditions and those who are shielding to ascertain current circumstances and plan going forward Questionnaire for students to include question on shielding/family health circumstances Guidance to families with vulnerabilities to include strategies to mitigate risk Ongoing monitoring of tracker 	LTU LTU LTU LTU	9/06/20 9/06/20 9/06/20 Ongoing	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so		<ul style="list-style-type: none"> For clinically extremely vulnerable pupils, and clinically vulnerable pupils, concerns are discussed, procedures explained and risk assessments are offered/ reviewed. All clinically extremely vulnerable pupils in Tier 4 areas are advised not to attend school. 	<ul style="list-style-type: none"> The school current has no CEV students but the recommendations would be implemented if this were to change 	LTU	When required	
			<ul style="list-style-type: none"> Review of CEV criteria to identify of any students who may now qualify 	LTU	03/03/21	
			<ul style="list-style-type: none"> Identification of vulnerable students [those who have been impacted most by lockdown] 	LTU	03/03/21	
			<ul style="list-style-type: none"> Intervention plans to be formulated form vulnerable students where required 	LTU	05/03/21 and ongoing	
			<ul style="list-style-type: none"> Strategies to be communicated to staff for complex students 	LTU/OSA	05/03/21 and ongoing	
4.2 Staff with underlying health issues						
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them		<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 	<ul style="list-style-type: none"> See 1.3 Information to be gathered on new staff in relation to underlying health conditions/vulnerabilities 	CLO (LHO + ASM)	Ongoing	
				CLO (ASM)	Ongoing	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. <p>Current government guidance is being applied (government guidance on self-isolation, household isolation, social distancing and shielding and protecting people defined on medical grounds as extremely vulnerable)</p>				
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so		<ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. All clinically extremely vulnerable members of staff in Tier 4 areas are advised not to attend school. 	<ul style="list-style-type: none"> Regular review of risk assessments undertaken and guidance implemented in line with government and Trust expectations Reasonable adjustments made to support colleagues Weekly check-ins form HR when colleagues are working from home 	CLO/ASM	Ongoing	
5. Enhancing mental health support for pupils and staff						
5.1 Mental health concerns – pupils						
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	<ul style="list-style-type: none"> Training to be sought on mental health first aid (possibly via SPWT) Specific signposting to be established Bespoke programme to address issues related to covid-19 to be put in place for onsite and remote provision Continuation of the online wellbeing support on the school website. Continue to signpost to kooth.com Liaise with RBG on wider support services at first instance 	LTU LTU/OSA OSA/EHO OSA LTU	09/06/20 09/06/20 09/06/20 09/06/20 Ongoing	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Audit wider support services to ensure information and signposting is available and accurate (Public Health England has published guidance on supporting children and young people's mental health, Every Mind Matters and advice for groups with specific mental health needs) 	<ul style="list-style-type: none"> Expansion of staffing in relating to on site counsellors to provide support for students 			
5.2 Mental health concerns – staff						
a) The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	<ul style="list-style-type: none"> Continue to monitor work in this area and enhance provision which is responsive to need Respond to needs of individuals where relevant, adopt a flexible approach to workload and signpost accordingly where additional intervention is required Reduction in after school meetings and events Directed time at 3.30pm during second lockdown to enable staff to leave site on days where there are no published events or meetings Monthly staff wellbeing newsletter in place, publishing tips on mental health and wellbeing Publicising access to the Employee Assistance Programme Staff wellbeing group to be set up and activities running where they can adhere to current ways of working 	<p>CLO/ASM</p> <p>CLO</p> <p>CLO</p> <p>OSA</p> <p>ASM/CLO</p> <p>OSA</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Initially until end of term 4</p> <p>Ongoing</p> <p>Periodically</p> <p>Ongoing</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
b) Working from home can adversely affect mental health		<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	<ul style="list-style-type: none"> • The workload of staff who are working from home needs to be commensurate to the amount that staff working on site will do. See 1.3 • HR team are making regular welfare calls to colleagues who are unable to work on site • Staff welling agenda to be developed 	FAL ASM OSA	Ongoing Weekly, when required Ongoing	
5.3 Bereavement support						
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	<ul style="list-style-type: none"> • Consider capacity and accessibility of school counsellors to support with on-site sessions in addition to telephone consultations currently undertaken • Liaison with RBG at first instance if required 	LTU LTU	wc 08/06/20 Ongoing	
6. Maintaining educational provision for children of key workers and vulnerable children						
6.1 Maintaining provision						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
Educational provision must still be maintained for priority children when the school reopens		<ul style="list-style-type: none"> Current government guidance is being followed. Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. The facility for full-time attendance is available where required (even if their peers are only attending part-time). Arrangements are in place to ensure that this cohort is tracked and supported effectively. Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. Arrangements need to be in place for critical decision making such as in the case for further closure or scaling back due to local issues. 	<ul style="list-style-type: none"> See 1.4 See 1.4 Full time attendance may not equate to a typical school day. See 1.4 See 1.4 To date, there has been no request from key work parents/carers for anything outside of the offered provision. This is to be reviewed on an ongoing basis. To date, there has been no request from vulnerable parents/carers for anything outside of the offered provision. This is to be reviewed on an ongoing basis. Ongoing communications between headteacher and Trust Exec team to ensure swift decisions are made in relation to this. 	LTU	Ongoing	
				LTU	Ongoing	
				CLO	Ongoing	
7. Operational issues						
7.1 Review of fire procedures						
a) Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points 	<ul style="list-style-type: none"> See 1.11 See 1.11 See 1.11 	KRI/DBR	05/06	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> o Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 				
b) Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	<ul style="list-style-type: none"> • See 1.11 	KRI/DBR	09/06/20	
Fire marshals absent due to self-isolation		<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	<ul style="list-style-type: none"> • See 1.11 • See 1.3 - additional training for fire marshals required 	KRI/DBR	09/06/20	
7.2 Managing premises on reopening after lengthy closure						
a) All systems may not be operational		<ul style="list-style-type: none"> • Government guidance is being implemented where appropriate. • All systems have been recommissioned. 	<ul style="list-style-type: none"> • Planning for school returns continues in line with current guidance • This will be incorporated into future planning 	KRI/DBR	Ongoing	
b) Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> • All statutory compliance is up to date (see DfE guidance here) • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	<ul style="list-style-type: none"> • Check fire safety management [p49] and opening after reduced occupancy [p50] 	KRI/DBR	Ongoing	
7.3 Contractors working on the school site						
Contractors on-site whilst school is in operation may pose a		<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated 	<ul style="list-style-type: none"> • Enquiry about the need for a checklist for contractors before entering the building 	KRI/DBR FAL/KWI	wc 08/06 "	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
risk to social distancing and infection control		<ul style="list-style-type: none"> as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Temperature checks are carried out on arrival and before entering the school building. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<ul style="list-style-type: none"> Reconfigure Inventory to ask additional questions for visitors Exact detail around practicalities on 7.3 to be agreed between KRI and CLO Protocols for contractors on site to be agreed/visitors' leaflets to be provided 	<p>CLO/KRI</p> <p>KRI/DBR</p>	<p style="text-align: center;">“</p> <p>04/03/21</p>	
8. Finance						
8.1 Costs of the school's response to COVID-19						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>		<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with <i>Governors & Trustee's including the reserves position and three year strategy.</i> 	<ul style="list-style-type: none"> • Ongoing monitoring and recording of additional costs • CLO continues to update SDH on budget savings and projections • School's financial position to be shared at LSGB meeting on 8th July and at subsequent meetings • Tracking system in place to monitor costs which are directly related to Covid 	<p>LFA</p> <p>CLO</p> <p>SDH</p>	<p>Ongoing</p> <p>Ongoing</p> <p>8/07</p>	
9. Governance						
9.1 Oversight of the School Committee and Trust Board						
<p>Lack of governor/Trustee oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>		<ul style="list-style-type: none"> • The <i>Trust Board and School Committee</i> continues to meet regularly via online platforms. • The <i>Trust Board and School Committee</i> agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's rASMrt to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. 	<ul style="list-style-type: none"> • In accordance with published meetings. • Agendas being reviewed to maintain consideration over additional workload of SLT in relation to covid19 	<p>CLO</p>	<p>Onoing</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Further action/comments	Staff Responsibility	Deadline	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Regular dialogue with the <i>Chair of Board and Chair of Governors</i> and those with designated responsibilities is in place. • Minutes of governance meetings are reviewed to ensure that they accurately record the oversight and holding leaders to account for areas of statutory responsibility. • Considerations of amendments to requirements for financial reporting are made and planned for including external audits. • Internal scrutiny is considered and is at the Board's discretion regarding remote checks. 				
10. Additional site-specific issues and risks						
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them						
New Build		<ul style="list-style-type: none"> • Access to MUGA area will need to be co-ordinated with WD 	<ul style="list-style-type: none"> • Plans to reclaim MUGA area in time for students' return when outdoor space will be required 	Trust Exec/CLO	By beginning of July 2020	