

# COVID-19: Risk Assessment and Action Plan – SUMMER HOLIDAY PERIOD

King Edward's School and King Edward VI High School for Girls

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19 July 2021



KING EDWARD VI  
HIGH SCHOOL FOR GIRLS



KING EDWARD'S SCHOOL  
BIRMINGHAM

## Purpose of this document:

This COVID-19 Risk Assessment and Action Plan document originally set out the decisions taken and measures put in place to prepare for the full re-opening of the school in September 2020, however it also reflects subsequent guidance issued regarding the national lockdown commencing on 5 November 2020, the smaller changes to the guidance made subsequent to the end of the second national lockdown, the changes made following the closure of schools on 4 January, the changes to the guidance in relation to the reopening of schools March 8 2021 the changes related to the 29 March, 17 May and **19 July roadmap** changes . The reopening in March meant that many of the controls in place in September 2020 were reinstated. At all points the overarching objective has been to ensure that the school continues to operate in a safe way.

With **infection rates increasing (although the number of vaccinations now completed does have a significant impact)** it remains key that we are not complacent and prioritise our COVID-secure measures to maintain the safety of our staff, children, parents and visitors. HSE continues to carry out spot checks and inspections to ensure there are COVID-secure measures in place. This includes schools that have been operating throughout the pandemic.

The UK.Gov has pledged to keep schools open so as to provide “a full educational experience for children”. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of staff, pupils, parents and visitors” remains as does the obligation to risk assess and implement relevant control measures. From 8 March, all pupils should attend school **unless required to self-isolate – either as a close contact or due to testing positive for Covid.**

All secondary school eligible staff and students are expected to test twice weekly. This is now done at home using LFD (Lateral Flow Device) test kits provided by the Schools. Positive LFD test results (from home testing) should be validated by a PCR test (carried out at a testing centre) within 2 days of the positive LFD and overrides the LFD test result. **Currently we understand that schools will be expected to set up a test centre in September 2021 so that pupils undertake 2 tests on site. We are planning to reinstate the test centres in both schools and have plans in place to staff this as required.**

**Currently the schools are not in session but some staff are on site therefore this risk assessment has been updated with this in mind. Please note that large sections of the RA are not applicable given it is the summer holidays – these have been greyed out or are in very light font rather than deleted, as we do not know which of these controls will be applicable when the Autumn term commences. Only text in red or black is relevant at the moment.**

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID-19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

[CYP = Children and Young People]

Risk assessment is about identifying sensible measures to control the risks in a workplace or when undertaking an activity. Each risk is scored (from 1-5) as to the probability of it happening and its impact – the score is assessed after taking into account controls in place, which is termed the residual risk.

**Probability-** For each issue/situation, determine the likelihood it will occur.

**Impact** – For each issue/situation, determine the potential impact if the risk event was to occur

- 1 - No injury or trivial (Minor injury) no time lost, no financial impact, no media coverage or negative parental feedback
- 2 - Minor injury (MI) lost time less than three days, financial impact of <£10,000, low level parental negative feedback
- 3 - Serious injury (SI) lost time greater than three days, financial impact of >£10,000 but<£50,000, local media coverage
- 4 - Major injury (MAI) lost time greater than seven days, financial impact of >£50,000 but<£100,000, extended local media coverage
- 5 – Fatality/Disabling injury, financial impact of >£100,000, national or international media coverage

THE SCHOOLS OF KING EDWARD VI RISK MATRIX		Impact				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Severe
Probability	5 Highly Probable	5 Medium	10 Medium	15 High	20 High	25 High
	4 Probable	4 Low	8 Medium	12 Medium	16 High	20 High
	3 Possible	3 Low	6 Medium	9 Medium	12 Medium	15 High
	2 Unlikely	2 Low	4 Low	6 Medium	8 Medium	10 Medium
	1 Remote	1 Low	2 Low	3 Low	4 Low	5 Medium

Low Risk < 5 risk score
Medium Risk < 5 - 12 risk score
High Risk > 12 risk score

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
	Planning for the return of pupils				
1	Unable to assess likely numbers of pupils <i>returning to school</i> (after full lockdown)	<p>Currently not applicable as the school is not coming out of lockdown.</p> <p><i>Maintain contact with pupils throughout the lockdown period so that it is possible to identify pupils who are unlikely to return to school.</i></p> <p><i>Continue to assess concerns of parents and communicate with parents in order to allay any concerns.</i></p>	Yes		NA
2	Unable to assess required staffing resource after full lockdown (scenario when schools actually close)	<p>Currently not applicable as the school is not coming out of lockdown.</p> <p><i>We will identify staff who are unable to return to work due to sickness/a need to self-isolate or quarantine related to COVID-19.</i></p> <p><i>We will follow the applicable guidance regarding the extremely clinically vulnerable as required.</i></p>	Yes		NA
3	Number of staff available is lower than that required to supervise students attending school and operate effective home learning	<p>The key risk here is if there is a significant number of support staff or teaching staff who are ill with Covid, are self-isolating, or are clinically extremely vulnerable. With infection rates falling the risk rating has been reduced, nevertheless the following controls should be applied if the situation arises:</p> <p>In this instance the following control measures should be utilised:</p> <ul style="list-style-type: none"> <li>• Full use is made of those staff who are in quarantine/self -isolating but who are well enough to work from home – via zoom lessons</li> <li>• Contingency planning in place at appropriate levels, e.g. LT, DSLs, first aid qualified staff</li> <li>• Where staffing levels are reduced due to absences, the LT will undertake an assessment of the necessary controls to operate the school safely (e.g. restrict pupil numbers)</li> <li>• We have asked all staff to make us aware of if they have received letters stating they are ECV – to allow us to plan/ensure they are able to work from home if all possible</li> </ul>	Yes	The risk of this area of concern could change over time if the number of students in school becomes out of balance with the number of	2 x 3=6

	Area of concern to be addressed	Control measures Good Practice Control Measures Adopted and Notes	In place? (Yes/No)	Further action/ Comments (incl. guidance source)	Final risk rating
				staff available	
<b>Preparation of the site</b>					
4	<b>Statutory compliance and appropriate maintenance of the site has not been completed during full lockdown</b>	<p>Currently not applicable as the school has not recently been closed (other than in the context of normal H&amp;S requirements for the operation of a building)</p> <ul style="list-style-type: none"> <li>• All statutory compliance is up to date.</li> <li>• Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul> <ul style="list-style-type: none"> <li>- Air conditioning units have been serviced and filters cleaned with an antibacterial agent applied</li> <li>- Emergency lighting has been tested regularly and recently serviced</li> <li>- PAT testing records have been inspected</li> <li>- Legionella flushing has taken place on ALL taps/showers and toilets (weekly)</li> <li>- Swimming pool has been maintained (daily)</li> <li>- Swimming pool water has been tested for bacteria (monthly)</li> <li>- Fire alarm panels are checked for any errors/alarms (daily)</li> <li>- Fire testing has continued to take place (weekly)</li> <li>- Pest control services have continued to visit</li> <li>- CCTV has been inspected</li> <li>- SALTO door access controls have been inspected and tested</li> <li>- Mechanically operated gates have been inspected and tested</li> <li>- Fire doors have been checked and fully opened</li> <li>- Hygiene services have emptied sanitary bins</li> <li>- Water sampling has been undertaken</li> <li>- Water temperature testing has been undertaken</li> <li>- Grounds maintenance has continued during the lockdown period</li> </ul>	Yes		N/A (now school has been open for a long period—other than in the normal H&S context)

5	<p><b>Classroom and office arrangements do not allow for adequate social distancing (SD) or hygiene requirements (including the wearing of masks)</b></p>	<p>Following the move to Step 4 of the roadmap the Government guidance has been updated to clarify that, from 19 July;</p> <p>“The government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school or college.”</p> <p>In the context of KES and KEHS over the summer break; face coverings do not have to be worn unless a 2m distance cannot be maintained. If people want to continue wearing face coverings in other situations that is obviously fine.</p> <p>We will review the guidance for staff and pupils in August, once the guidance is updated or if it feels appropriate to change how the guidance is implemented.</p> <p>Current government guidance does not require pupils to socially distance in school Ideally, adults should maintain 2 metre distance from each other, and from children</p> <p>Classroom layouts have been adapted so that pupils all sit facing forwards and staff are able to maintain a 2m distance between them and the pupils</p> <p>From 17 May (Step 3 of the roadmap), the government guidance has said that face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms.</p> <p>However, given that the guidance also states that “the reintroduction of face coverings for pupils, students or staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of managing transmission” KES and KEHS have taken the decision to extend the wearing of face coverings in classrooms until half term (2 weeks) in light of a number of positive cases directly before 17 May. This is in light of the potential impact on students having to isolate if they are close contacts of positive cases – particularly in this period of assessments. The Deputy Head (Pastoral) at KES liaised with the DfE to seek advice on our decision to retain masks for the two weeks up to half term (after which point our approach will be reviewed). The DfE clarified that the guidance concerning face coverings is not mandatory and schools can decide to retain face coverings.</p> <p>The guidance continues to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p>	Yes	Review SD guidance on an ongoing basis and adapt classroom layouts if the distance is amended	3x2=6
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		The guidance is clear that a visor is not sufficient: 'a face covering is something which safely covers the nose and mouth' and that it 'must securely fit round the side of the face'.			
6	<b>The use of large spaces does not adhere to government guidance</b>	<p>Where possible large gatherings will be avoided. There will be no large gatherings with parents and or other family members in attendance.</p> <p>Adults should only gather inside (e.g. for a meeting) if the 2m social distancing can be maintained and if there are no other alternatives. Masks should be worn.</p> <ul style="list-style-type: none"> <li>• Identify reasons for large space use</li> <li>• Design layout and arrangements in place to enable social distancing.</li> <li>• Remove soft seating from staffrooms to ensure staff do not gather in these areas (particularly given the challenges of cleaning soft seating)</li> </ul>	Yes		1x2=2
<b>Local lockdown - Vulnerable and critical workers children</b>					
7	<b>Plans to accommodate children of critical workers and vulnerable children <u>not</u> in place</b>	<p><i>Vulnerable and critical worker support is currently not applicable (this would become relevant once more if there were to be a further lockdown). There is a national lockdown and therefore the schools are currently following Government advice and only open for priority groups - children and young people who are vulnerable, and the children of critical workers</i></p> <ul style="list-style-type: none"> <li>• Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>• Efforts continue to improve the attendance (remote or in person) of vulnerable pupils and those from disadvantaged backgrounds.</li> </ul>	Y		N/A
8	<b>Insufficient support is available in school for vulnerable and/or disadvantaged children during a local lockdown</b>	<p><i>Not currently applicable as not in a lockdown.</i></p> <ul style="list-style-type: none"> <li>• Support for individual pupils is planned through risk assessment and any issues addressed through Pastoral/LT discussion</li> <li>• Put in place provision for the return of pupils with SEND in conjunction with families</li> <li>• Support for pupil/parent anxiety about return to school and vulnerability to COVID-19</li> </ul>	Yes		N/A
<b>Communication (including personal hygiene, travel and COVID-19 symptoms)</b>					

9	Staff and pupils are not aware of requirements for personal hygiene	<ul style="list-style-type: none"> <li>Pupils and staff will be reminded that they should wash their hands on arrival at school</li> <li>Staff and pupils have been advised of common control measures which include sneezing into a tissue or elbow, followed by immediate disposal of the tissue and frequent hand washing with soap and water (or sanitiser gel) for at least 20 seconds</li> <li>Pupils will be reminded of these control measures on a regular basis throughout the day</li> <li>All members of staff have been reminded to follow the Government's guidance on handwashing and to ensure that hands are washed on a regular basis</li> </ul>	Yes		1x2=2
10	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"> <li>As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations using a range of communication tools.</li> </ul>	Yes		2x2=4
11	Staff, parents and pupils are not aware of the guidance around travel	<ul style="list-style-type: none"> <li>Staff have been advised that wherever possible they should travel to school alone using their own transport. Where this is not possible and public transport is used, face coverings should be worn and hands should be washed on arrival at school</li> <li>Communication has been made with parents and carers, encouraging young people to walk or cycle to school where at all possible. Pupils have been reminded of the need to wear face coverings on public transport</li> </ul>	Yes		1x3=3
12	Staff are insufficiently briefed on expectations and return to school plans (if school closure) and procedures	<p>Whilst not relevant for return to school plans (as we are already in school) there is still a need for this communication in relation to operation of Covid controls:</p> <ul style="list-style-type: none"> <li>Staff receive regular briefings on day to day school matters and evolving working arrangements– via email and remote staff briefings</li> <li>Support for mental health and wellbeing is communicated to all staff and there are plans in place to check on staff wellbeing regularly, including senior leaders – emails, briefings, line managers checking in with team</li> <li>Schedule what staff training is needed to implement any changes that the school plans to make, either delivered remotely or in school</li> </ul>	Yes		1x3=3
13	Communications with students, parents/carers about expectations that must be followed to support pupils and keep the school community safe are not clear or in place	<ul style="list-style-type: none"> <li>Communications with both pupils and parents have been sent out so that they are aware of the expectations when children are either working remotely or in school</li> <li>Families have been told about available access to resources to support mental health and wellbeing, including support available to deal with any anxiety regarding the return to school</li> <li>Signage around the schools for 'catch it bin it kill it' guidance as per NHS best practice.</li> </ul>	Yes		2x2=4

14	Face coverings are not worn as appropriate and/or guidance on handling these is not followed	<p><b>Following the move to Step 4 of the roadmap the Government guidance has been updated to clarify that, from 19 July;</b></p> <p><b>“The government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school or college.”</b></p> <p><b>In the context of KES and KEHS over the summer break; face coverings do not have to be worn unless a 2m distance cannot be maintained. If people want to continue wearing face coverings in other situations that is obviously fine.</b></p> <p><b>We will review the guidance for staff and pupils in August, once the guidance is updated or if it feels appropriate to change how the guidance is implemented.</b></p> <ul style="list-style-type: none"> <li>• Currently face coverings should be worn by adults and children aged 11 and above when moving around the premises and in classrooms (including when queuing for lunch – they can be removed when pupils sit down to eat).</li> <li>• When face coverings are worn pupils and staff should: <ul style="list-style-type: none"> <li>- refrain from touching their face covering when wearing it,</li> <li>- (if they take it off) put it into a sealed plastic bag that they keep in their school bag, locker or pocket, and wash their hands immediately;</li> <li>- wash it after every use, ideally on a hot washing machine cycle (60oC).</li> </ul> </li> </ul> <p>(This guidance has been communicated to families and staff)</p>	Yes		3x2=6
<b>Avoiding Contact With Anyone Who is Unwell</b>					
15	Staff are not aware of (or do not follow) the School’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	<ul style="list-style-type: none"> <li>• The Schools are following the government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate.</li> <li>• Staff have been notified that they must inform the school as soon as it is reasonably practicable in the event that they are contacted by an NHS contact tracer in respect of track and trace and <b>must not come into school</b></li> <li>• Staff (including peripatetic staff, contractors’ staff) are aware that if they start feeling unwell with symptoms of Covid-19 during the school day, they must make arrangements to go home as soon as possible and arrange to have a Covid-19 test as soon as possible. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils.</li> </ul>	Yes		2x4=8



		<ul style="list-style-type: none"> <li>Remind all staff (including peripatetic staff, contractors staff, e.g. cleaners and supply staff), that if they have had a positive Covid-19 test in the last 10 days they must not come to school, and the must follow the government guidance</li> <li>Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough</li> </ul>			
16	<b>Pupils and parents are not aware of (or do not adhere to) the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19 or should there be a confirmed case of COVID-19 in the school</b>	<ul style="list-style-type: none"> <li>Pupils and parents have received clear communications informing them of government guidance on the actions to take should anyone display symptoms of Covid-19 and how this will be implemented in the school.</li> <li>There are clear procedures in place if a child falls ill whilst at school and these have been communicated to families</li> <li>Pupils will be reminded that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home</li> <li>Remind all pupils, parents and carers that if they have had a positive Covid-19 test in the last 10 days they must not come to school, and the must follow the government guidance</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes		2x4=8
17	<b>Procedures in the event of a suspected case of COVID-19 are not followed</b>	<ul style="list-style-type: none"> <li>School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves &amp; aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must: <ul style="list-style-type: none"> <li>- fit closely around the face and cover both the nose and mouth</li> <li>- not be allowed to dangle around the neck</li> <li>- not be touched once put on, except when carefully removed before disposal</li> <li>- be changed when they become moist or damaged</li> <li>- be worn once and then discarded</li> <li>- hands must be washed after disposal</li> </ul> </li> <li>Training should be provided in how to safely don and doff PPE Training should be recorded</li> <li>All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.</li> </ul>			3x3=9

		<ul style="list-style-type: none"> <li>• Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person. They do not need to go home and isolate unless they develop symptoms themselves.</li> <li>• Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Coronavirus (COVID 19) - Implementing Protective Measures in Education &amp; Childcare Settings'.</li> <li>• The pupil should be isolated in a room with the door closed and a window open for ventilation.</li> <li>• If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.</li> </ul>			
18	<p><b>Appropriate cleaning of an area occupied by someone with suspected COVID-19 is not carried out</b></p>	<ul style="list-style-type: none"> <li>• If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours <ul style="list-style-type: none"> <li>- People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning.</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'</li> <li>- Do not use bleach - there are serious H&amp;S risks associated with this product</li> <li>- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- All waste (gloves, aprons, paper towels etc.) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron</li> <li>- Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned</li> <li>- Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of</li> </ul> </li> </ul>			3x3=9

19	<p><b>Procedures in the event of a confirmed case of COVID-19 are not followed</b></p>	<ul style="list-style-type: none"> <li>• If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home, asked to have a Covid-19 test, and let the school know the results <ul style="list-style-type: none"> <li>- If the test result is positive the school will act swiftly and follow the latest guidance (flowchart) – this will depend on the number of positive cases</li> <li>- The Covid-19 positive person must self-isolate for a minimum of 10 days, and all members of their household must self-isolate for 10 days (or more if they develop symptoms themselves).</li> <li>- The school must follow the guidance as to how they identify which members of staff and pupils have been in close contact with the person during the infectious period - they will all be asked to self-isolate for 10 days. '</li> </ul> </li>   <li>Close contact' means: <ul style="list-style-type: none"> <li>• lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</li> <li>• had any of the following types of contact with someone who has tested positive for COVID-19 with either a PCR test or LFD test: <ul style="list-style-type: none"> <li>· face-to-face contact including being coughed on or having a face-to-face conversation within 1m</li> <li>· been within 1m for 1 minute or longer without face-to-face contact</li> <li>· been within 2m of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)</li> <li>· travelled in the same vehicle or a plane</li> </ul> </li> <li>• Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test</li> </ul> </li> </ul>	Yes		2x4=8
<p><b>Practicalities of organising the school day</b></p>					
20	<p><b>The start and end of the school day create risks of breaching social distancing guidelines</b></p>	<ul style="list-style-type: none"> <li>• Parents should not enter the school at the start and end of the day unless they have an agreed appointment (and the need for appointments will be on a case by case basis – where possible meeting with parents will be carried out by zoom)</li> <li>• Posters around the school to remind staff and students of the need for social distancing</li> <li>• 2m markers have been placed in all corridors so that everyone is aware of how far 2m is</li> <li>• A one way system has been introduced in the School – pupils have been briefed, and signage provided to identify which circulation routes to use.</li> <li>• When waiting for the buses which come onto site pupils should remain in their year groups whilst queuing</li> </ul>			2x3=6

21	<b>Food is available for all staff and children in school</b>	<ul style="list-style-type: none"> <li>• Lunch is available for all staff and pupils (who opt in)</li> <li>• Breakfast will not be provided initially (to help with resources)</li> <li>• Food preparation and serving areas have been adapted to follow COVID-19 guidance <ul style="list-style-type: none"> <li>○ Year group bubbles will be preserved when serving the pupils – with different serving hatches for each year group and segregated areas for pupils to sit</li> <li>○ Food will be served to pupils rather than self service</li> <li>○ Safe food preparation space, taking account of social distancing</li> <li>○ Usual considerations in place for dietary requirements</li> </ul> </li> </ul> <p>See separate section on Lunch preparation and service</p>	Yes		1 x 2= 2
<b>Safeguarding</b>					
22	<b>School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19</b>	<ul style="list-style-type: none"> <li>• Safeguarding remains highest priority and policy is updated to reflect changes – the required addendum has been added</li> <li>• All staff are briefed on updated safeguarding arrangements, including those contacting families of pupils that are not attending school</li> <li>• All DSLs have swift access to advice from LA, CSC, school nursing and police</li> <li>• DSL capacity is factored into staffing arrangements</li> <li>• Day to day health and safety policies including changes to evacuation arrangements Critical Incident and Lockdown procedures, have been amended where appropriate to reflect COVID-19 implications</li> <li>• Expectations shared with pupils in the event of the need to evacuate the building in an emergency</li> </ul>	Yes		1x4=4
23	<b>High risk of increased disclosures from returning pupils</b>	<p>This is less relevant now that pupils have been back in school for a number of months but the need to ensure sufficient resources to deal with any disclosures remains important</p> <ul style="list-style-type: none"> <li>• DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from pupils</li> <li>• Contact is maintained with families where there are vulnerable pupils that are not attending school due to parent/carer decision</li> <li>• Multi-agency arrangements in place to support early help</li> </ul>	Yes		1x3=3
24	<b>Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for pupils returning to school</b>	<ul style="list-style-type: none"> <li>• Staff are aware of support for pupil wellbeing, including bereavement support and any changes that have occurred in children's lives during the pandemic</li> <li>• Staff have access to a range of support services and feel well prepared to support pupils with issues that are impacting on their health and wellbeing. This is differentiated for pupils attending school and those still at home.</li> </ul>	Yes		2x3=6

		<ul style="list-style-type: none"> <li>Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers in addition to safeguarding in general.</li> </ul>			
<b>First aid</b>					
25	<b>First aid procedures are not amended to recognise additional considerations related to COVID-19</b>	<ul style="list-style-type: none"> <li>The first aid procedure has been amended to recognise additional considerations related to COVID-19</li> <li>PPE will be worn by staff caring for the child if a distance of 2m cannot be maintained. This will consist of a visor or fluid resistant mask, a disposable apron and disposable gloves</li> <li>Ensure sufficient PPE for first aiders to utilise including masks, a visor, gloves and disposable aprons.</li> <li>After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity</li> <li>Wherever possible when giving first aid, 2m distance will be maintained</li> <li>Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed.</li> <li>In the unlikely event of cardiac arrest, rescue breaths will not be performed <ul style="list-style-type: none"> <li>Do not place face close to the casualty to hear for breathing. Watch the chest</li> <li>If possible, lay a towel or similar over nose and mouth</li> <li>Ensure CPR is performed using chest compressions and if possible a defibrillator</li> </ul> </li> <li>Where a pupil becomes ill on site, with COVID-19 symptoms they will be moved to a room where they can be at least 2m from other people. A window will be opened to increase ventilation. A separate bathroom will be allocated for their use, which will be cleaned and disinfected afterwards</li> </ul>			1x4=4
<b>Behavioural issues</b>					
26	<b>Pupils' behaviour does not comply with social distancing/'bubble' guidance</b>	<ul style="list-style-type: none"> <li>Staff model social distancing consistently.</li> <li>The movement of pupils around the school is minimised wherever possible</li> <li>Clear messaging to pupils on the importance and reasons for social distancing (with adults) is reinforced throughout the school day by staff and through posters, and floor markings.</li> <li>Break times and lunch times are structured to support the maintenance of year group 'bubbles' with designated social areas for each year group</li> <li>The school's behaviour policy has been revised to include compliance with social distancing (and other relevant aspects in relation to the COVID-19 situation) and this will be communicated to staff, pupils and parents.</li> </ul>	Yes		2x3=6

	<b>Educational provision</b>				
27	<b>Pupils may have fallen behind in their learning during school closures and achievement gaps will have widened</b>	<ul style="list-style-type: none"> <li>Gaps in learning were assessed during the first half of autumn term and addressed in teachers' planning. Due to the move to remote learning in the summer term and again in the spring term it is not envisaged that there will be a significant impact of the lockdown in terms of achievement gaps. Nevertheless this will continue to be monitored</li> </ul>	Yes		1x3=3
28	<b>School unable to meet full provision required in line with EHCP</b>	<ul style="list-style-type: none"> <li>Review individual pupil's EHCP to adapt any EHCPs impacted by the restrictions of COVID-19</li> <li>Access support where appropriate</li> </ul>	Yes		1x3=3
29	<b>Operational needs of school create insufficient resource to support ongoing learning offer for eligible pupils who can't attend school</b>	<ul style="list-style-type: none"> <li>Provide devices for those pupils affected by ICT poverty when self-isolation is taking place</li> </ul>	Yes		1x2=2
30	<b>Department risk assessments are not updated for additional risks introduced by COVID-19</b>	<ul style="list-style-type: none"> <li>Heads of Department have reviewed the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls have been or will be documented and implemented</li> </ul>	Yes		2x2=4
31	<b>Sports activities are not carried out in line with the relevant COVID-19 guidance</b>	<ul style="list-style-type: none"> <li>A separate risk assessment has been prepared for any sports (PE) activities, as a working document which will be reviewed in line with changing guidance; this stresses the requirement for pupils to remain in cohorts/ bubbles and practise social distancing. Different sports will be assessed separately and introduced in line with both government guidance and with the national body guidelines in place for each sport.</li> <li>Where changing rooms are used for PE and games lessons they will only be occupied by one bubble at a time and will be cleaned regularly. This also applies to any facilities used by key worker children during a lockdown period.</li> <li>When minibuses and coaches are used to travel to away fixtures year group bubbles are kept separate and a plastic screen is used to separate the front seats from the passengers</li> </ul>	Yes		2x3=6
32	<b>Year group bubbles are not maintained when older pupils are used to support younger pupils</b>	<ul style="list-style-type: none"> <li>it has been decided that in certain circumstances older pupils will work with younger pupils (eg. KES, during Friday afternoon activities and KEHS where prefects support younger year groups). This has great benefits for both the older and younger pupils – older pupils develop leadership skills and younger pupils see the role models of older pupils as something to aspire to. The risk of this 'breaking' of year group bubbles will be mitigated by the older pupils maintaining the 2m social distance at all times (together with the wearing of masks)</li> </ul>	Yes		1x3=3

Libraries/Co-curricular clubs				
33	<b>The use of libraries is not in line with COVID-19 guidance</b>	<ul style="list-style-type: none"> <li>Libraries can be used as a learning environment, provided members of different bubbles don't mix together</li> <li>As it is not practical to regularly clean all the books etc. in the library, staff and pupils should be instructed to wash / sanitise their hands after handling resources in the library.</li> <li>The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 24 hours (72 hours for plastic covers) before being returned to the shelves</li> </ul> <p>The risk rating has reduced due to the understanding that the risk of transmission of the virus is now believed to be less likely to be due to touching surfaces</p>		2x2=4
34	<b>Operation of co- curricular clubs is not in line with COVID-19 guidance</b>	<p>Co-curricular clubs continue to operate for all pupils. Out of school clubs are designed to support education and training. Children must stay in the year group bubbles when attending co-curricular clubs. Sports undertaken should be operated in line with the relevant national body guidance for each sport. Where appropriate zoom clubs will operate.</p> <p>A daily record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact' means:</p> <ul style="list-style-type: none"> <li>lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</li> <li>had any of the following types of contact with someone who has tested positive for COVID-19 with either a PCR test or LFD test: <ul style="list-style-type: none"> <li>face-to-face contact including being coughed on or having a face-to-face conversation within 1m</li> <li>been within 1m for 1 minute or longer without face-to-face contact</li> <li>been within 2m of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)</li> <li>travelled in the same vehicle or a plane</li> </ul> </li> </ul>	Yes	1 x 3=3

	<b>Social Distancing provisions</b>				
35	<b>Staff do not follow government guidance on social distancing (SD)</b>	<ul style="list-style-type: none"> <li>Government advice is reviewed on a daily basis to ensure the latest available information is put into practice</li> <li>Employees have been and will continue to be reminded in staff briefings, once they return, of the importance of social distancing</li> <li>All meetings on site will observe the 2m social distancing rules</li> <li>All appointments with external parties will be held using technology wherever possible</li> <li>Non-essential physical work that requires close contact between members will not be carried out</li> <li>Staff should avoid physically greeting others (eg. shaking hands and nudging elbows) – this will adhere to the 2m SD measures</li> <li>Clear signage is displayed in the school promoting social distancing.</li> </ul>	Yes		3x3=9
36	<b>Measures are not in place to limit risks and limit movement around the building(s).</b>	<ul style="list-style-type: none"> <li>The movement of pupils around school is minimised as much as possible. Including restricting the movement of younger pupils where this is possible</li> <li>One way systems have been implemented</li> <li>Any pinch points/bottle necks will be identified and managed accordingly.</li> <li>Students will be encouraged to 'keep left'</li> <li>Signage around both schools highlights the importance of maintaining SD</li> <li>Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site</li> <li>Learning activities chosen that best promote SD where feasible</li> <li>Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and staff should be aware of security issues with external doors</li> </ul>	Yes		1x3=3



37	<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	<ul style="list-style-type: none"> <li>• Staff will be reminded of SD requirements and how these impact the use of shared areas such as staff workrooms</li> <li>• Staff have been provided with alternative working facilities to ensure that working within the staff workrooms aligns with the SD guidance</li> <li>• Soft seating within the staff rooms has been removed or indicated as not in use in line with social distancing guidance</li> </ul>	Yes		1x2=2
38	<b>Large group gatherings of staff</b>	<ul style="list-style-type: none"> <li>• With the exception of fire drills or emergency evacuations, large gatherings should be avoided. Group events can take place virtually using online facilities where this is appropriate.</li> <li>• Where a gathering of staff is deemed unavoidable these should be held where social distancing can be maintained, face coverings should be worn and staff should sanitise on entry to and exit from the venue</li> </ul>	Yes		2x3=6
<b>Hygiene/Cleaning</b>					
39	<b>Students, staff and visitors are not aware of the need to wash hands in accordance with guidance</b>	<ul style="list-style-type: none"> <li>• Hand washing guidance posters have been put on display in washrooms</li> <li>• The guidance has been shared (videos etc.) with students repeatedly</li> <li>• Everyone should wash their hands/use hand sanitiser on arrival at the school</li> <li>• Protective screens have been installed at reception</li> <li>• Staff and visitors should use their own pens to sign in (KES). Signing in/out touch screens (KEHS) should be wiped after each person has used them</li> <li>• Post deliveries should be received in a designated area, respecting social distancing, and staff should wash/sanitise hands immediately after handling items and using any signing devices</li> </ul>	Yes		2x1=2
40	<b>Classrooms and other areas do not have adequate ventilation</b>	<ul style="list-style-type: none"> <li>• The move into the warmer months has reduced this risk due to the ability to increase ventilation without rendering the School cold due to open windows (it is more likely that staff will keep windows open)</li> <li>• Windows (on restrictors) will be opened where possible to provide natural ventilation</li> <li>• Recognising that on colder days the opening of windows is more problematic due to the cold, staff will be encouraged to at least open the windows for a short period at the end of the lesson to provide an opportunity for the air to circulate</li> <li>• Where areas of the school have air circulation systems these have been switched to provide external ventilation rather than re-circulation of existing air</li> </ul>	Yes		2x3=6
41	<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>	<ul style="list-style-type: none"> <li>• Additional (external) hand-basins have been installed</li> <li>• Sanitising units have been installed throughout the School – particularly by entrances and exits and by classrooms</li> <li>• Basins have been taped off in staff toilets to promote social distancing – staff numbers using toilets at one time have been limited</li> <li>• The toilets in use are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap, sanitiser and paper towels.</li> </ul>	Yes		3x1=3

42	<p><b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces and touch points are not undertaken to the standards required</b></p>	<ul style="list-style-type: none"> <li>• Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work-surfaces, door handles, taps etc. are all thoroughly cleaned regularly.</li> <li>• Hand towels and hand-wash are to be checked and replaced as needed by cleaning supervisor and cleaning staff</li> <li>• Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</li> <li>• Enhanced cleaning regime for testing site/area including process for spillages and waste disposal</li> <li>• Working hours for cleaning staff have been adapted. Day cleaners are now in place to enable the required cleaning of toilet facilities, high touch areas and areas where different year group bubbles are using the same spaces</li> </ul> <p>Bins, with bags that can be tied off at the top, will be provided in every teaching and office area to allow immediate disposal of tissues, and these will be emptied regularly</p> <ul style="list-style-type: none"> <li>• A return-to-work plan for cleaning staff (including deep cleans of all areas) was implemented ahead of the re-opening of the schools</li> </ul>	Yes		3x3=9
43	<p><b>Procedures are not in place for Covid-19 clean following a suspected or confirmed case at school</b></p>	<ul style="list-style-type: none"> <li>• The Cleaning team is aware of the guidance for cleaning of non-healthcare settings <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• Plans are in place to identify and clean all areas with which the symptomatic person has been in contact</li> <li>• Sufficient and suitable equipment is available for the required clean – this will be with bleach not the normal Covid solution. Cleaner will wear appropriate PPE (gloves, mask, apron)</li> <li>• Adequate waste disposal arrangements are in place to dispose of contaminated equipment</li> <li>• Alternative arrangements are in place for vulnerable pupils and key worker families in case the school needs to close for a Covid-19 clean</li> </ul>	Yes		1x4=4
44	<p><b>Inadequate supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</b></p>	<ul style="list-style-type: none"> <li>• Hand sanitiser available at the school entrance and in many places around the school (including outside classrooms)</li> <li>• An audit of handwashing facilities and sanitiser dispensers is undertaken regularly and additional supplies are purchased if necessary.</li> <li>• Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day</li> <li>• Posters throughout the school reinforce the need to wash hands regularly and frequently.</li> </ul>	Yes		2x2=4

45	<b>Inadequate supplies and resources mean that shared items are not cleaned after each use</b>	<ul style="list-style-type: none"> <li>• Stationery and other equipment should not be shared. Where there is a requirement to share equipment this will be cleaned following use</li> <li>• Musical instruments will not be shared</li> <li>• Shared materials and surfaces cleaned and disinfected more frequently</li> <li>• Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same young people in one day, or properly cleaned between year group bubbles</li> <li>• All soft furnishings (other than curtains) have been removed</li> </ul>	Yes		2x2=4
46	<b>Equipment is used by multiple staff or pupils</b>	<ul style="list-style-type: none"> <li>• Staff should not use other staffs' phones, work tools and equipment, cups and drinking/eating vessels when possible. If necessary, clean and disinfect them before and after use</li> <li>• Staff should use the dishwashers provided when washing crockery and cutlery. This will ensure correct water temperatures have been met and dried without the use of drying up towels (soft furnishings)</li> <li>• Keyboards and computer mice are to be cleaned by staff or pupils before use</li> <li>• Staff have been provided with a cleaning pack (sanitiser, wipes, cloth, board pens and board cleaner) and each classroom has a supply of cleaner and blue roll/kitchen roll</li> </ul>	Yes		1x2=2
<b>Lunch Preparation</b>					
47	<b>Catering staff do not adhere to COVID-19 guidance</b>	<ul style="list-style-type: none"> <li>• The catering staff must comply with the "Guidance for food businesses on coronavirus (COVID-19) during food preparation and service" <ul style="list-style-type: none"> <li>- restrict access to the catering department to as few as people as possible and strictly maintain social distance with all delivery staff</li> <li>- staff involved in food preparation and service should maintain social distancing - 2m (or '1m plus') at all times</li> <li>- maintain good ventilation in all parts of the catering department by keeping doors and windows open (fly screening must be in place)</li> <li>- hold meetings in well ventilated rooms with plenty of space</li> <li>- Staff changing rooms / toilets / locker rooms / rest rooms should be cleaned more regularly and thoroughly with emphasis on hand-contact surfaces</li> </ul> </li> <li>• Additional control measures include: <ul style="list-style-type: none"> <li>- having a one-way system in the food preparation/ service areas</li> <li>- using screens or barriers to separate people from each other</li> <li>- using back-to-back and side-to-side working (rather than face-to-face)</li> <li>- reducing the number of people each person has contact with by using 'fixed teams' or 'partnering'</li> <li>- increased hand-contact surface cleaning and handwashing</li> </ul> </li> </ul>	Yes		2x2=4

		<ul style="list-style-type: none"> <li>- specifying the maximum number of people that can be in small rooms, e.g. changing rooms or store rooms at the same time</li> <li>- only 1 person to enter walk-in fridges or freezer at any one time</li> </ul>			
	<b>Lunch Service</b>				
48	Catering staff do not adhere to COVID-19 guidance	<ul style="list-style-type: none"> <li>• The catering staff must comply with the “Guidance for food businesses on coronavirus (COVID-19) during food preparation and service”</li> <li>• Steps have been taken to keep staff and pupils in different bubbles / groups separate from each other during lunch service. Including: <ul style="list-style-type: none"> <li>- Staggering the lunch service</li> <li>- Reducing the number of tables and chairs in the dining rooms to enable greater spacing between them</li> <li>- Allocating specific tables to specific bubbles</li> <li>- Thoroughly cleaning tables and chairs between use by different bubbles</li> <li>- Self-service should be limited to prevent the shared use of serving spoons / utensils etc.</li> <li>- Where face-to-face contact between catering staff and pupils/teaching staff cannot be avoided, eg.at the food service counter screens have been installed</li> <li>- Shared containers, e.g. drinking water jugs or condiment dispensers should be removed or thoroughly cleaned after each use</li> <li>- Crockery and eating utensils should not be shared</li> <li>- Remind everyone to wash their hands immediately before and after eating their lunch</li> <li>- Ensure the dining room is well ventilated by keeping doors and windows open</li> </ul> </li> </ul>			2x2=4
	<b>Medical provision and PPE</b>				
49	<b>Arrangements to isolate individuals displaying symptoms of COVID-19 are not in place</b>	<ul style="list-style-type: none"> <li>• School’s medical room/space has been assessed to ensure social distancing and isolation measures are not compromised</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms or other spaces to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Yes		2x2=4

50	<b>Provision of PPE for staff where required is not in line with government guidelines</b>	<ul style="list-style-type: none"> <li>• Sufficient PPE has been procured through normal stockist</li> <li>• Single use PPE will be disposed of so that it cannot be reused</li> <li>• Those staff required to wear PPE (e.g. school first aider, testing team) have had training in how to put on and remove PPE carefully to reduce contamination and how to dispose of them safely.</li> <li>• Staff and pupils will be reminded that wearing of gloves is not a substitute for good handwashing on reopening, thus wearing of gloves will be discouraged</li> </ul>	Yes  Yes		2x2=4
<b>External parties (contractors/external hirers/parents/open days)</b>					
51	<b>There is no agreed approach to any scheduled or ongoing building works therefore contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• 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 always maintained.</li> <li>• 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.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> </ul>	Yes	Ongoing monitoring of works undertaken	1x3=3
52	<b>External hirers of facilities do not adhere to Covid-19 guidance</b>	<p><b><i>Due to reaching Step 2 and 3 (and now 4) of the government roadmap external lettings have recommenced. Currently adult and child external lettings have been restarted. Swimming clubs have also started to return where the clubs have the appropriate risk assessments in place</i></b></p> <ul style="list-style-type: none"> <li>• <i>External lets can take place providing they fully comply with the relevant Government guidance and any relevant National Governing Body guidance, and strict controls are in place to minimise the risk of transmission of Covid-19 to the school community, e.g. separation by time and distance, cleaning regimes of areas / equipment used, and the steps that the let takes to ensure that they know who their participants are at each session.</i></li> <li>• <i>The hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. The factors that will be considered are:</i> <ul style="list-style-type: none"> <li>- <i>How the let checks the health status of their customers</i></li> </ul> </li> </ul>	Yes		1x3=3

		<ul style="list-style-type: none"> <li>- How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days)</li> <li>- How the let will discourage spectators and non-participating children in indoor facilities</li> <li>- How the let will ensure social distancing, regular handwashing / hand sanitisation, and if indoors, good ventilation during the let</li> <li>- When and where the lets customers will enter the school site / buildings</li> <li>- Any facilities / equipment that will not be available, e.g. if it is not possible to clean effectively between use by different groups</li> <li>- Where relevant, use of changing rooms (NB the lets customers and staff should be encouraged to change and shower at home wherever possible). Currently, other than swimming, lettings are not using the changing rooms.</li> <li>- Any overlap with school staff / other lets</li> <li>- Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with</li> <li>- Responsibilities for cleaning of facilities before / after the let</li> </ul>			
53	<b>Parents and other visitors do not adhere to Covid-19 guidance</b>	<ul style="list-style-type: none"> <li>• Parents and contractors will not be allowed into the school buildings unless it is an emergency, essential to the safe operation of the school or there are safeguarding implications. Meetings will be arranged via remote means wherever possible</li> <li>• Visitors (e.g. visiting speakers, peripatetic staff, and coaches) should only come onto site where there is significant benefit to the pupils. They should only attend if strict social distancing can be maintained at all times. They should be reminded that under no should they come to school if they are showing even the mildest of Covid-19 symptoms</li> <li>• When parents are dropping off and picking up from lettings only one parent should attend</li> <li>• The current guidance states spectators are allowed onto site for sporting events. Currently we are allowing spectators for outdoor sports and have agreed that one parent can be poolside to help safeguard children in KS1 (up to age 7).</li> </ul>	Yes		3x3=9
54	<b>Holding open days will not allow social distancing guidance to be adhered to</b>	<ul style="list-style-type: none"> <li>• We will consider whether autumn term open days can be held nearer to the date of these</li> <li>• If there is a significant benefit to individual families having a face-to-face visit / meeting, staff will ensure the meeting includes the following controls: <ul style="list-style-type: none"> <li>- Meetings / visits should take place at a time when pupils aren't present on the school site, e.g. after 'normal' school day has finished, and when prospective parents can arrive at a different time to when other pupils are arriving / leaving the school site</li> <li>- Each prospective pupil's meeting / visit should be undertaken at a separate time to all other prospective pupils</li> <li>- The accompanying parent should confirm 24hrs in advance of the visit that they and the prospective pupils are all free from Covid-19 symptoms and are not required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms</li> </ul> </li> </ul>	Yes		2x2=4

		<ul style="list-style-type: none"> <li>- Strict social distancing should be followed, hand washing on arrival / departure encouraged, and shaking hands avoided</li> <li>- All rooms used for meetings should be thoroughly cleaned before and after the assessment / meeting</li> </ul>			
55	<b>Admission exams will lead to mixing of primary school children with KES/KEHS pupils</b>	<ul style="list-style-type: none"> <li>• There are no large scale admissions exams planned until the <b>Autumn term 2021 – decisions about these taking place will be made closer to the date</b></li> </ul>	Yes		N/A
<b>Fire and evacuation provisions</b>					
56	<b>Fire procedures are not appropriate to cover new arrangements</b>	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed – the main change is that year groups and staff should maintain a 2m distance from other year groups/adults when gathering at the muster points – fire drills have taken place and went smoothly</li> <li>• If staff assigned to support individuals with reduced mobility were suddenly not in school due to sickness, self-isolation or quarantine, reassignment would be necessary.</li> <li>• Usual testing of the fire alarm/emergency lighting has continued throughout lockdown</li> <li>• Fire doors will not be propped open, even as a measure to minimise surface contact.</li> <li>• Staff and pupils will be encouraged to use hand sanitiser or wash hands using soap and water when re-entering the building after an evacuation</li> </ul> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	Yes		1x3=3
<b>Cost implications</b>					
57	<b>The costs of additional measures and enhanced services to address COVID-19 when reopening puts the school in financial difficulty</b>	<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 are being monitored and an end-of-year forecast which factors them in has been produced.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• The school's projected financial position has been shared with governors</li> </ul>	Yes		3x1=3
<b>Risk Assessments</b>					
58	<b>Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding</b>	<ul style="list-style-type: none"> <li>• All members of staff and parents of pupils classed as clinically extremely vulnerable and those with underlying health issues, have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>• Staff with risk factors (including BAME staff) completed the COVID-19 HR risk assessment document upon return to work in September</li> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Current government guidance is being applied.</li> </ul>	Yes		2x2=4

		<ul style="list-style-type: none"> <li>Staff who are 'clinically extremely vulnerable' should work from home if possible but if they are not able to do so they should not come to work</li> </ul>			
59	Parents, particularly those from BAME heritage, are reluctant to send their children to school due to the media coverage on deaths linked to COVID-19	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils and parents with these anxieties.</li> <li>There is access to designated staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties about attending school</li> <li>Resources/websites to support parent and pupil anxiety are provided.</li> </ul>	Yes		1x2=2
60	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"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school</li> <li>Staff, pupils, parents and governors will be briefed accordingly</li> </ul>	Yes		1x2=2
61	Risks are not comprehensively assessed in every area of the school, in light of COVID-19	<ul style="list-style-type: none"> <li>Overview risk assessments related to COVID-19 have been reviewed and amended. This risk assessment has been presented and ratified by the Governors</li> <li>Subject Leaders and others with responsibility for H&amp;S, have updates RAs for their subjects</li> <li>A risk assessment for non-specialist subject areas has been created</li> </ul>	Yes		2 x2=4
<b>Governance</b>					
62	Governors are not kept informed and the governance process is not followed	<ul style="list-style-type: none"> <li>Regular COVID-19 Working Group meetings on Zoom to discuss all aspects of the COVID-19 pandemic and its impact on the Schools as required (these were most frequent over the summer of 2020 but have continued on an ad-hoc basis as required)</li> <li>Governors are clear on their role in the planning and re-opening of the school, including support to leaders.</li> <li>Approach to communication between leadership team and governors is clear and understood.</li> </ul>	Yes	Ongoing	1x3=3
<b>School trips</b>					
63	School trips go ahead against COVID-19 guidance or parents are unclear about what is happening with trips	<p>From 17 May (step 3 of the government roadmap) overnight school trips can be reintroduced.</p> <p>School trips are subject to a robust system of approval and checks. All trips receive initial approval from a named member of the leadership team. All trips, regardless of scope, have a detailed risk assessment tailored to the planned activity and the group involved. Risk assessments will include measures to prevent transmission of disease and manage any</p>	Yes		2x3=6



		<p>unwell pupils or staff. Before a trip finally goes ahead they are subject to a second approval process whereby a named senior member of staff checks the plan for the trip including its risk assessment.</p> <p><i>In planning trips the school will pay attention to latest government advice together with developing best practice in schools both in the UK and abroad. This will also include consideration of the financial aspects of booking trips – including the insurance aspects (with close liaison with the insurance contact at the Foundation Office as appropriate).</i></p> <p><i>Specific measures for trips include:</i></p> <ul style="list-style-type: none"> <li>• <i>Pupils will be asked to use a lateral flow test ahead of the trip</i></li> <li>• <i>Pupils and staff reminded not to travel if they feel unwell on the day of the trip</i></li> <li>• <i>Hand sanitiser will be brought, either collectively or individually, or basins provided with soap and water</i></li> <li>• <i>Parents reminded that if their child develops symptoms of the virus they will need to collect their child rather than the pupil returning in school transport</i></li> <li>• <i>Providers to be compared to find those who offer the most favourable terms if individuals or the whole group have to cancel due, for example, to having to self-isolate</i></li> <li>• <i>Relevant teaching staff and the finance team maintain contact with both trip suppliers and parents to keep them informed about the plan for cancelling trips if this becomes relevant</i></li> </ul> <p><b>Bubbles</b></p> <ul style="list-style-type: none"> <li>• <i>Bubbles of up to approx. 30 pupils can go on a trip.</i></li> <li>• <i>Bubbles must be formed from existing school bubbles, ie forms/year groups only</i></li> <li>• <i>However if a trip is entirely in a school holiday and returns at least 3 days before school re-starts, a unique trip bubble can be formed</i></li> <li>• <i>Multiple bubbles may go on a trip, but must be kept apart - separate bedrooms, separate activity groups etc. The accommodation providers are bound by the same rules and you may find they are keen to have separate washrooms or other measures</i></li> </ul> <p><b>Masks</b></p> <ul style="list-style-type: none"> <li>• <i>Mask wearing depends on when your trip takes place and its circumstances. If we have exclusive use of a building or room, the advice to schools is that staff and pupils don't need to wear masks. Masks are required in publicly accessible parts of hotels/hostels, and are likely to be required on transport.</i></li> </ul>			
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		<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>• School minibuses have been fitted with purpose-made plastic screens to separate the teaching staff from the pupils.</li> <li>• Minibuses have sanitising wipes for everyone to clean their seats. There are spare masks, and the first aid kits have some PPE.</li> <li>• Be sure to leave an empty row between pupils and staff in coaches, and to allocate a double seat to each staff member. Check when booking that there are sufficient seats to allow this.</li> </ul> <p><b>First aid</b></p> <ul style="list-style-type: none"> <li>• If someone needs first aid, the easiest option is for them to treat themselves (eg put a plaster on) using our kit under your supervision.</li> <li>• If you need to carry out first aid, please put on PPE which is provided with school kits. That should be a mask, apron and gloves.</li> </ul> <p><b>If someone develops symptoms</b></p> <ul style="list-style-type: none"> <li>• Several spare testing kits are to be taken on trips</li> <li>• If a boy develops a continuous cough, or a fever or loss of taste or smell, or has a positive test, isolate the boy and phone parents who will need to come and collect him. The school cannot arrange for transport home in this situation.</li> </ul> <p><b>If someone tests positive</b></p> <ul style="list-style-type: none"> <li>• If a boy (or staff member) tests positive, close contacts will have to self-isolate and thus will have to return to school.</li> <li>• SLT will be contact to co-ordinate our response. Phone numbers for Senior Leaders are on the trip paperwork.</li> <li>• Parents of all the isolating boys will be contacted to gain their permission for boys to carry out a lateral flow test.</li> <li>• Assuming boys test negative, the plan will be to transport them back to school via minibus or coach, and parents collect from school.</li> </ul>			
	Test and Trace Process (T&T)	Not currently undertaking on site testing. Controls left in the spreadsheet in case need to reinstate on site testing at a later date			

64	Insurers and / or brokers not updated with school's amended plans	<i>Details on the proposed testing process (including those to be tested, who is carrying out the testing, adherence to testing guidance) has been provided to the Foundation Office who have liaised with our insurance company.</i>	Y		NA
65	Insufficient liaison with local authority and health protection team over testing and actions.	<i>The guidance, including the webinars produced have been watched by at least 2 people in each School. We have also consulted with our School Doctor when we have had queries.</i>  <i>The recording of the results will use the appropriate systems so that the health protection team is aware of the outcomes of the testing</i>	Y		NA
66	Insufficient (or inappropriately trained) staff to support undertake the testing process (including organisation of this)	<i>In each School a 'Testing process coordinator' has been assigned. This role is supported by a member of SLT as well as a number of support staff who are allocated roles within the testing team</i>  <i>Testing team consists of: (depending on throughput): Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner</i>  <i>All staff involved in the process appropriately trained (using webinars provided by Government/NHS) – minimum 3 hrs with introduction video, on-line training and assessment plus rehearsal.</i>  <i>Undertake assessment of competence of the testing team to carry out the testing (once staff involved have been trained)</i>	Y		NA
67	Active engagement with NHS Test and Trace procedures/guidance and appropriate implementation of the guidance on Lateral Flow Testing	<ul style="list-style-type: none"> <li>• <i>Testing area controlled to limit access to testers, those being tested and supervisors (non-authorized people and test subjects will not be able to enter the processing area)</i></li> <li>• <i>The testing kits, boxes and waste will be handled with consideration of manual handling safety considerations</i></li> <li>• <i>Testing kits will be stored at 2 - 30°C and tests given in the appropriate ambient temperature of 15 - 30°C.</i></li> <li>• <i>Test process organised to ensure appropriate social distancing, good hand and respiratory hygiene and keeping occupied spaces well ventilated.</i></li> <li>• <i>Test site flooring is non-porous, test site is well lit with good airflow</i></li> <li>• <i>Test site Registration, Swabbing and Processing Desks and waiting areas should be on a one way system</i></li> <li>• <i>Social distancing advice regarding distance between testing staff and those being tested including distances between desks, chairs etc. is observed and supervised. Test chairs in the swabbing bay are a minimum of 2m apart, each swabbing desk and associated processing desk are more than 1m away and Recording desk located close by. There should be a clear division between the swabbing and processing area.</i></li> </ul>	Y		NA

		<ul style="list-style-type: none"> <li>• A quiet space will be provided so that there is the ability to talk with a student if required – mindful of the need for social distancing, PPE and wellbeing</li> <li>• Entry and exit from the testing area will be appropriately supervised to ensure orderly movement around the area and to ensure social distancing guidance is adhered to</li> <li>• Staff assisting with taking and processing swabs wear appropriate PPE.</li> <li>• Swabbing process undertaken in accordance with the process guidance</li> <li>• Tested sample handled in accordance with the process guidance (including disposal)</li> <li>• The process of barcoding, recording and communicating test results is appropriately carried out (including supervision) in accordance with the guidance</li> <li>• There will be evidence of quality assurance, guidance and supervision. Supervision / checking to ensure equipment is handled correctly and not shared.</li> <li>• Process of dealing with failed scans or damaged barcodes is fully understood and implemented.</li> <li>• Extraction solution with lab test kit (there are no manufacture anticipated hazards) are locked away between testing sessions and are appropriately disposed of</li> <li>• Processing bays will be thoroughly cleaned and waste will be appropriately disposed of</li> </ul>			
68	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	<ul style="list-style-type: none"> <li>• Explanatory letters/emails sent to parents, pupils and staff about the home testing processes</li> <li>• Parents made aware of the process for informing parents/students/staff of a positive result</li> <li>• Those tested positive notified that they should confirm the positive result with a Polymerase Chain Reaction (PCR) test and that they should self-isolate pending the confirmation test outcome. Also communicated importance of taking a confirmatory PCR test so as to avoid self-isolating unnecessarily if the Lateral Flow Test was false positive.</li> </ul>			2x2=4
69	Data protection aspects of testing are not considered or acted upon	<ul style="list-style-type: none"> <li>• The Foundation Office has published a COVID-19 Testing Privacy statement for staff and pupils</li> <li>• COVID-19 Testing Privacy statement has been communicated to parents and staff ahead of the testing</li> <li>• T&amp;T data recorded securely with consideration given to deletion after 14 days</li> </ul>	Y		1x2=2
70	Home testing kits are distributed without recording who has taken these or ensuring that those taking them have read the guidance	<ul style="list-style-type: none"> <li>• <b>Currently we understand that schools will be expected to set up a test centre in September 2021 so that pupils undertake 2 tests on site. We are planning to reinstate the test centres in both schools and have plans in place to staff this as required.</b></li> </ul>	Y		1x2=2

		<ul style="list-style-type: none"><li>• Home testing kits have only been distributed to pupils if consent has been given and once the pupil has completed tests under supervision at the school run Asymptomatic Test Site (ATS).</li><li>• Staff have to sign (physically or electronically) for the home testing kits. Batch numbers are recorded and staff sign to state that they have read and understood the guidance on undertaking the tests.</li></ul> <p>Risk rating has reduced due to the fact home testing has been operating for several weeks now (with all students testing school under supervision first)</p>			
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