



COVID Safe School Opening Organisational Risk Management Plan

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Persons Involved in Task/Activity: Appleton Staff

The following risk assessment has been undertaken in consultation with Craig Armitage, Rachel Garlick, Joanne Clayton and John Wavell.

The following risk assessment has been undertaken following the guidance issued by the subject specialist body relating to prevent the spread of COVID-19. It also takes into account Bradford being a area of additional intervention due to a high number of case.

Key Documents	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Appendices Documents Annex 1: School Day Organisational Structure_ September 2020 Appendix 2: Hygiene and Cleaning Guidance Appendix 3: Cleaning Record Sheet</p> <p>Managing suspected cases flowchart Guidance on First Aid During Restrictions</p> <p>Advisory Media https://youtu.be/9Tv2BVN_WTk Handwashing (check link) Catch it – bin it etc (check link)</p>
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Risk Matrix

Likelihood		Impact				
		5- Catastrophic	4- Significant	3-Moderate	2-Minor	1- Negligible
	5- Almost Certain	25	20	15	10	5
	4- Highly Likely	20	16	12	8	4
	3-Likely	15	12	9	6	3
	2-Possible	10	8	6	4	2
	1-Unlikely	5	4	3	2	1

Main Hazards Identified as:

Hazard
Transmission of COVID-19 from person to person within the building
Risk to vulnerable people of transmission
Mental Health of pupils and staff: risks of CV-19 and impact of social distancing
Closure for deep cleaning in the case of an identified case of COVID-19
Widening attainment gap and risk to GCSE results and other assessments
Parents keeping their children at home despite schools being open
Work load of staff from additional cleaning, social distancing arrangements, teaching of classes whilst providing child care

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I. Establishing a systematic process of partial opening, including social distancing						
Area For Concern	Risk rating prior to action	Control	In Place	Further Action	Monitoring	Residual risk rating
1.1 Organisation of 'bubbles' in all year groups						
Unintended mixing between classes will increase the risk of the virus spreading	20	<ul style="list-style-type: none"> • There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • All pupils will be organised into the following bubbles; <ul style="list-style-type: none"> • Primary will be organised into year group bubbles but will spend most of their day within their class. By identifying a year group as a bubble, pupils will be able to mix at social times. • Y7 & 8 will be organised in to half year group bubbles. This will allow pupils to be set for certain subjects or mixed for different subject blocks. Pupils may be in one group for Maths and move to another group for History as this is still within their bubble. • Y9 is organised into a half year group bubble for core lessons, arrival, departure and social times however, there a few periods a week where they bubble becomes whole year group to facilitate one option subject • KS4 will be organised into year group bubbles to enable students to move sets and to option subjects • During week beginning 7th September bubbles will be phased into school for an induction to ensure there is a full understanding of organisation and expectations, and to test procedure • In primary each class remains within its designated room and predominantly stays within this area. In secondary, bubbles have been allocated a set of rooms as a zone and will remain within this area except for practical elements of subjects in subjects requiring specialist equipment (eg Science)and when using the dinner hall • Any facilities used by more than one class are cleaned and disinfected after use and before use by a new group. • All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new bubble. • Planning and schemes of learning are reviewed to minimise the need for bubbles to use specialist facilities one after the other and to maximise the use of teacher demonstrations rather than practical activity by pupils. • Pupils observe hygiene guidance and wash hands frequently. 		<p>SLT Briefing: Role and expectations</p> <p>INSET Day and follow up briefing outlining requirements</p> <p>Issue RA and guidance documents</p>	Exec Head Heads of School	8b

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		<ul style="list-style-type: none"> Teachers moving between groups comply with social distancing and hygiene guidance as outlined in their individual risk assessments. Timetable and arrangements for each class avoid contact between discrete classes when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). When two or more class bubbles come together in a shared space such as social times and lunch they are kept separate and social distancing guidance is observed. When pupils are withdrawn for small group work (e.g. SEND pupils) social distancing guidelines are fully observed. Staggered arrival and leaving times; break times and lunch times Social distancing is fully observed when small groups of pupils are withdrawn (e.g. for SEND pupils), in the Hub and Resourced Provision and when pupils are in detention. 				
1.2. Organisation of Practical Teaching Spaces						
Teaching pupils in full classes will increase the risk of the virus spreading	20	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place. Additional cleaning will be recorded in each room All specialist rooms will be thoroughly cleaned by cleaning staff between lessons and the dinner hall zones will be cleaned between sittings. Contact between individuals is minimised and social distancing maintained wherever possible. Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. In all social and circulation areas, adults and secondary pupils will wear a face mask. Pupils will enter the classroom, take off their mask and store it correctly in a sealed bag. Before leaving the classroom, they will put their mask bag on. In classrooms, staff will wear a visor if they are circulating the room or working more closely with a pupil 			Executive Headteacher Heads of School SLT Executive Services Manager Estates Manger	8

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		<ul style="list-style-type: none"> In primary, pupils are seated in grouped tables and face the teacher for input. In secondary rooms, pupils are seated side by side and facing forwards, rather than face to face or side on. Unnecessary furniture is moved out of classrooms to make more space. 				
The use of shared spaces and specialist classrooms increases the risk of infection between bubbles	16	<ul style="list-style-type: none"> Shared spaces and specialist classrooms to be used by one discrete year group at a time. Large and specialist spaces are cleaned and disinfected thoroughly before and after use.. Large gatherings such as assemblies are prohibited and large group activity will be virtual When two or more bubbles come together in a shared space (e.g. the dinner hall) they are kept separate and social distancing guidance is observed. Design layout and arrangements are in place to enable social distancing where possible. 		Training for staff in using teams for meetings and virtual learning	Heads of School SLT Estates Manager	8
I.3. Staffing						
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	20	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 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. Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). Advice and guidance from Exceed HR Team is followed and reviewed Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. 			Exec Head Heads of School Exec Services Mgr	8
I.4. The School Day						
The start and end of the school day create risks of contact	20	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different bubbles an 30 minute intervals. 			Exec Head Heads of School	8

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between discrete class bubbles		<ul style="list-style-type: none"> • 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. • A system is in place to manage pupils who are late to school or who have not been collected on time. Parents who bring their children late will need to wait with them in a designated place whilst the current bubbles enter before being escorted to the room one entrances are clear. Those who are late to be collected will wait in a designated place and supervised until the bubbles exiting at that time are clear.. • Monitoring of attendance patterns will be reviewed to ensure mixing of bubbles is minimised further. 			Exec Services Mgr	
I.5 Planning movement around the school						
Movement around the school risks contact between discrete bubbles	20	<ul style="list-style-type: none"> • Teaching 'bubbles' will remain in their home bases for most of their learning. <ul style="list-style-type: none"> ▪ Where pupils need to access specialist facilities, this will be planned in advance and pupils will only use these spaces for part of the lesson ▪ Timetabling has been planned to avoid more than one bubble in circulation at any one time in the same part of the building. ▪ Staff moving between class groups observe social distancing and hygiene procedures at all times. ▪ The lift has been designated as essential use only. Pupils and staff with a lift key must have this identified on a risk assessment linked to their needs. Only one person can use the lift at any one time unless being used by a pupil who needs one to one supervision. Adults must wear a face mask when using the lift. ▪ Movement in corridors and on stairs will be single file with social distancing in place. Areas for movement and stopping areas are marked in corridors. ▪ Appropriate signage is in place to clarify circulation routes. ▪ Pinch points and bottle necks are identified and managed accordingly. ▪ Appropriate duty rota and levels of supervision are in place. 			Exec Head Heads of School Exec Services Mgr Estates Mgr	8
I.6 Curriculum organisation						
Having missed up to 5 months' learning,	16	<ul style="list-style-type: none"> • Schemes of Learning, Knowledge Organisers and ongoing assessment have been planned to effectively reinforce basic skills and prior learning. 			Exec Head Heads of School SLT	8

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<p>pupils will have fallen behind in their progress during school closures and achievement gaps will have widened</p>		<ul style="list-style-type: none"> • Planning tracks key concepts across year groups to ensure teachers are able to reinforce prior learning, address gaps and accelerate progress • Following a review of progress in the first half term, the school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include further revising of schemes of learning, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. • Gaps in learning will be assessed and addressed systematically in teachers' planning. • All schemes of learning will identify where home learning will be applied in the case of further missed schooling • Home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified. • Pupil review meetings will identify the online learning needs of pupils and their families to gain a fuller picture of access to device, the internet and IT literacy of pupils and families • Middle leaders will ensure that exam syllabi are covered. 				
<p>Some learning activities (for example singing, musical instrument lessons, cooking and some sports) pose increased risks of spreading COVID-19 infection</p>	16	<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. • A risk assessment is in place in all specialist departments with links to guidance from relevant associations eg CLEAPSS and all relevant staff have been briefed • Enrichment activities are reviewed and revised accordingly. 			<p>Exec Head Heads of School Exec Services Mgr</p>	4
<p>The school does not make optimal use of the disapplications and modifications of the EYFS curriculum which are in place during the COVID-19 pandemic</p>	12	<ul style="list-style-type: none"> • The Assistant Headteacher for EY and KSI and the EY team review the latest guidance on disapplication and modification of the EYFS curriculum. • A plan is agreed by SLT which sets out how the school will make best use of the provisions in the guidance during the COVID-19 crisis. 			<p>Exec Head Head of Primary AHT EY & KSI</p>	4

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The resumption of non-overnight school visits poses risks to infection control	16	<ul style="list-style-type: none"> All school visits are suspended for the first half term and then 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 class group bubbles do not mix on school visits. 			Exec Head Heads of School	4
1.7 Staff workspaces						
Staff rooms and offices do not allow for observation of social distancing guidelines	20	<ul style="list-style-type: none"> Staff room, work rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. All soft furnishings and unnecessary furniture has been removed. In office spaces, chairs are identified for a specific person Only essential staff will be admitted to office areas such as admin and IT with fobs programmed accordingly Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. Unnecessary resources are to be kept out of staff rooms, work rooms and offices and staff have been briefed about the need to keep surfaces clear Meetings will be online and not in person unless this relates to the mentoring and support of vulnerable staff 			Exec Head Heads of School Exec Services Mgr Estates Mgr	8
1.8 Managing the school lifecycle						
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	16	<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full re-opening with a pairing back of activity Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. Where necessary, events and meetings such as parent consultations will remain online or via telephone. This will be reviewed half termly. Staff recruitment for September 2020 induction completed. 			Exec Head Heads of School Exec Services Mgr	12
Pupils moving on to the next phase in their education do not feel prepared for the transition	20	<ul style="list-style-type: none"> 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 planned. Induction activity will take place as pupils start during week beginning 7th September for Y7. Primary children will start the year in the previous classes before moving to their new class from 14th September. 			Exec Head Heads of School Exec Services Mgr Parental Involvement Officer	12

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		<ul style="list-style-type: none"> • Visits will take place for new applications, nursery and reception children during the same week but new starters will begin on 14th September • The careers guidance officer will make contact with all pupils in Y11 during 2019/20 to support their next steps. 				
1.9 Governance and policy						
Governors are not fully informed or involved in making key decisions about reopening	16	<ul style="list-style-type: none"> • Online meetings are held regularly with governors and the Local Advisory Board. • The Local Advisory Board and Trust are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed 			Exec Head Heads of School Clerk to LAB	4
1.10 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	12	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policies on attendance and behaviour from September. • Staff, pupils, parents and governors have been briefed accordingly. 			Exec Head Heads of School Clerk to LAB	3
1.11 Communication strategy						
Key stakeholders are not fully informed about the plans for reopening and their implications	16	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 			Exec Head Heads of School Exec Services Mgr	8
An unforeseen lockdown situation	12	<ul style="list-style-type: none"> • Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. 			Exec Head Heads of School	6

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prevents effective communication with pupils, parents and staff regarding contingency arrangements		<ul style="list-style-type: none"> Further work is planned for September/ October 2020 to support parents with IT and online learning 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. Contact records for pupils, parents and staff are kept up to date. 				
1.12 Pupil attendance						
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	20	<ul style="list-style-type: none"> Communications with parents reassure them about the safety of full reopening under the latest government guidance and to encourage attendance Phone call home to all families on 3rd and 4th September to welcome back, discuss concerns and encourage attendance Ongoing dialogue is held with parents who have concerns Follow up contact during first fortnight followed by socially distanced home visits where necessary 			Exec Head Heads of School	12
1.13 Staff induction and CPD						
Staff are not trained in new procedures, leading to risks to health	12	<ul style="list-style-type: none"> A revised staff handbook 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 9 PHE system control measures set out in the latest government guidance Organisational arrangements (i.e. class groups operating as 'bubbles') Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management Online staff briefing on 3rd September training day followed up with all staff over wb 7th September 			Exec Head Heads of School	3
New staff are not aware of policies and procedures prior to starting at the school when it reopens	16	<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. Ongoing programme of induction will be via online support where possible with face to face support 			Exec Head Heads of School Exec Services Mgr	8
1.14 Free school meals						

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Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period	16	<ul style="list-style-type: none"> The Office Manager, an administrator and the Parental Involvement Officer will be tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. Ongoing communication with parents will continue to support parents in checking eligibility and encourage take up of meals 			Exec Head Heads of School Exec Services Mgr	4
1.15 Risk assessments						
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	20	<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 During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used School trips and visits 			Exec Head Heads of School Exec Services Mgr	4
1.16 School Transport						
Conditions and arrangements on dedicated school transport pose risks to infection control	16	<p>Schools agree with the operators of dedicated school transport the following measures where possible:</p> <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 briefing of pupils to ensure safety on buses <p>For pupils using a regular bus route, the above will be advised.</p>			Exec Head Heads of School Exec Service Mgr	8
Changes to public bus schedules as a result of COVID-19 adversely affect pupils' attendance	16	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Dialogue is held with parents about alternative ways of travelling to and from school, including cycling and walking. 			Exec Head Heads of School Exec Services Mgr	8

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and punctuality and do not align with staggered start and departure times		<ul style="list-style-type: none"> Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 				
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	25	<ul style="list-style-type: none"> There is full compliance with the 9 PHE system control measures set out in the latest government guidance. Class group 'bubbles' are kept discrete at all times. School leaders regularly seek advice of the central team to support decision making and planning in the event of suspected cases The local health protection team is contacted immediately for advice. The school engages swiftly with NHS Test and Trace if cases are suspected. Appropriate action is taken once advised by the local health protection team – this may mean that class group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. Arrangements are in place for home and remote learning for pupils who are required to self-isolate. Support for remote learning is planned for specific pupils and families along with panned activity for all pupils to ensure that effective online learning if required 			Exec Head Heads of School Exec Services Mgr	5
The school is unprepared for a local lockdown should the rate of infection rise in the area	25	<ul style="list-style-type: none"> There is full compliance with the 9 PHE 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. There is regular liaison with the local health protection team. 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. 			Exec Head Heads of School Exec Services Mgr	5
2.1 Public Health England system control measures						
Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school	25	<p>Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows:</p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>			Exec Head Heads of School Exec Services Mgr	10

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		<p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated in the community room and kept at a distance of 2m from the supervising staff member, with windows and doors open. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser if this isn't possible after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is to be repeated at the start of the academic year and arranged for new staff. <p>2) Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • It is defined which bubbles are using which toilets and sinks. 				
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		<ul style="list-style-type: none"> • A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. • Handwashing routines are re-taught to pupils using suitable media. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>3)Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> • Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the school is checked on, and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Pupils using public transport are reminded of the need to wear face coverings/masks. • All pupils in secondary and all staff will be expected to wear a face mask outside the classroom from entering the school gate to the classroom and whenever leaving the classroom. • A procedure has been established to ensure all pupils except those that are except wear a mask and for routines for refusal • A stock of masks is maintained for all pupils who do not bring their own along with a clear sealable bag and staff are provided with a visor. Pupils and families are asked to watch the following link to the WHO advice on wearing masks correctly; https://youtu.be/9Tv2BVN_WTk <p>4)Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> • The Executive Services Manager that there is a close liaison with the school cleaning contractors (Bulloughs) and up to date cleaning schedules and materials are in place. • Ongoing liaison with Bulloughs ensures that cleaning staff fully understand their role in preventing the spread of coronavirus and communicate with the cleaning and area managers regularly 				
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		<ul style="list-style-type: none"> • The cleaning schedule has been reviewed and additional staff hours are provided to ensure that DfE listed criteria are met. This will be reviewed regularly • The Estates Manager ensures classrooms have a hygiene kit for ongoing cleaning by school staff. Stock checks and stock control are maintained • All school staff have been issued guidance on conducting any additional cleaning <p>5) Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> • Pupils are organised into bubbles to allow teaching to be extended to full class size. • In school, bubbles are kept separate from each other. This involves staggered start and finish times, staggered break times, staggered lunch times. • Staff are kept consistent with each bubble as far as possible. • Movement around the school by pupils is minimised. Bubbles are allocated home-bases and where possible taught in these classrooms. • Where it is necessary for pupils to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters. • The movement of staff between bubbles and around school during the day is minimised. Where possible, double lessons are used to support this. • In class, furniture is arranged so that children are facing forwards and sitting side by side. • Any furniture that is surplus to requirements is removed. • Each pupil will be provided with a named resource pack containing basic equipment (such as pen/ pencil/ whiteboard/ whiteboard pen/ruler/ glue stick) that pupils routinely need. This is for their use only and remains in school overnight and is only taken out of the classroom if the pupils move to another room for a lesson. Pupils must not share equipment • As far as possible, pupils are taught not to touch each other or staff. This will involve re-learning about play time for younger children and reminders for older pupils • Use of mobile phones will be banned within school. • Pupils are advised to only bring essential items to school. Primary children are only allowed to bring their book bag and secondary pupils are advised to bring a small bag only. • Pupils are advised to bring their packed lunch in a disposable bag where possible. 				
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		<ul style="list-style-type: none"> • No more than one bubble can ever occupies a shared space (eg sportshall,) at one time. At dinner time pupils will be seated in zones with their bubble and must not mix. A 2m distance between the bubbles is maintained when 2 or 3 classes bubbles are together in the same space. • Staggered start and finish times, staggered break times and staggered lunch times are implemented. • Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. • Resources are boxed, including library books, that are needed for particular bubbles, to avoid pupils using shared areas such as the school library. Once these items have been used they will be quarantined for 72 hours. • The need for staff to take pupils' work away from school is minimised. Pupils' self - assessment of work in books is undertaken where appropriate. Where possible work is completed and assessed online. Work done in books that requires teacher input/feedback is placed in a plastic box (for the class teacher / subject teacher as appropriate) and retained in school for 48 hours before being marked. Teachers are encouraged to acknowledge mark and use whole class feedback <p>6)Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The school and Trust continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished • All secondary aged pupils and all adults in school must wear a face mask at all times outside the classroom <p>7) Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice 				
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		<p>sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.</p> <ul style="list-style-type: none"> • Staff induction for return to school includes information about the NHS Test and Trace process. <p>8)Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • School leaders will gather the necessary information relating to suspected and confirmed cases and maintain a tracker. • The Exceed central team will be kept informed of all suspected and confirmed cases • The contact details for local Public Health England team and local authority health and safety team are readily to hand however initial contact will be with the Exceed Central Team. • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. <p>9)Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> • Advice provided by the local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 				
2.2 Cleaning						
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	20	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff including deep cleans has been conducted over the school holidays • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased and additional cleaning hours are in place • Day cleaners will be provided with a timetable of use of specialist spaces which will need additional cleaning during the day • All teaching rooms have been RAG rated to establish the priority for additional cleaning . 			Exec Head Exec Services Mgr	8

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2.3 Hygiene and Handwashing						
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	20	<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 Each teaching room has a hygiene kit Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 			Exec Head Heads of School Exec Services Mgr Estates Mgr	8
Pupils forget to wash their hands regularly and frequently	20	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. All pupils watch advisory media to support hygiene and handwashing 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. 			Exec Head Heads of School	8
2.4 Clothing and Fabric						
Not wearing clean clothes each day may increase the risk of the virus spreading	15	<ul style="list-style-type: none"> Pupils are expected to wear uniform as specified in the school policy and staff are expected to wear appropriate business dress. On PE days, pupils will wear their PE kit as the changing rooms will not be in use. Expectations and guidance are communicated to parents. Staff and pupils are advised to change clothes on returning home from school 			Exec Head Heads of School Parental Involvement Officer	9
The use of fabric chairs may increase the risk of the virus spreading	15	<ul style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use and labelled accordingly 			Exec Head Exec Services Mgr	3
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	25	<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 and advised how to do so. 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. Staff, parents and pupils are clear that they should self-isolate and follow ‘stay at home: guidance for households with possible or confirmed coronavirus’ 			Exec Head Heads of School Exec Services Mgr	10

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		<p>(COVID-19) infection ' If they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Post-testing support is available for staff through the school an trust • The school will shortly receive a small number of home test kits to use in the event of families unable to access a test centre. These will be administered by the School Healthcare Practitioner who will monitor the use of kits.. 				
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	20	<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 NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. • 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 in line with the most recent government guidance. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust. 			Exec Head Heads of School Exec Services Mgr	10
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	20	<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. • 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. 			Exec Head Heads of School Exec Services Mgr	5
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	20	<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. 			Exec Head Heads of School Exec Services Mgr	5

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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	20	<ul style="list-style-type: none"> • First Aid certificates extended for three months. • A programme for training additional staff is in place and expiry dates are tracked. • Collaborative arrangements for sharing staff with other schools within the trust will be used should first aiders or DSLs not be available 			Exec Head Heads of School Exec Services Mgr	4
2.7 Medical Rooms						
Medical rooms are not adequately equipped or configured to maintain infection control	16	<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. 			Exec Head Exec Services Mgr	4
2.8 Communication with parents						
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	20	<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.11, 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 specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. • A COVID-19 section on the school website is created and updated. 			Exec Head Heads of School Exec Services Mgr Parental Involvement Officer	8
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	20	<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. 			Exec Head Heads of School Exec Services Mgr Parental Involvement Officer	8
2.9 Personal Protective Equipment (PPE)						
Provision of PPE for staff where required is not in line with government guidelines	15	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been 			Exec Head Exec Services Mgr Estates Mgr	3

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		<p>instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</p> <ul style="list-style-type: none"> • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • All staff are required to wear a mask outside the classroom and are advised to wear a visor when working more closely with pupils in the classroom 				
3. Adopting the new organisational model of discrete 'bubbles'						
3.1 Pupil behaviour						
Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete year group 'bubbles'	16	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for operating in 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff continue to 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 avoid different bubbles coming in to contact with each other and are closely supervised. • The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of the discrete 'bubble' model and arrangements are reviewed. • Messages to parents reinforce the importance of adhering to the new arrangements. • Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 			Exec Head Heads of School	8
3.2 Classrooms and teaching spaces						
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	25	<ul style="list-style-type: none"> • All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks grouped appropriately in primary and facing the front in rows in secondary. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 			Exec Head Heads of School Exec Services Mgr Estates Mgr	10

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3.3 Specialist learning spaces						
The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection between different year group bubbles	20	<ul style="list-style-type: none"> The learning space and equipment are thoroughly disinfected before a new bubble enters. Schemes of learning are reviewed to minimise the use of specialist learning spaces by different bubbles in succession. Teachers' planning is reviewed to maximise the use of teacher demonstration rather than pupil practicals and where possible, these are online All lessons will start in home rooms and pupils will only go to specialist rooms for essential practical activities 			Exec Head Heads of School Exec Services Mgr	8
3.4 Shared spaces						
The use of shared spaces (e.g. hall, dining room) risks different bubbles mixing	20	<ul style="list-style-type: none"> No more than one bubble is scheduled to occupy a shared space at any one time. Shared spaces are cleaned after use. 			Exec Head Heads of School Exec Services Mgr Estates Mgr	8
3.5 Alternative provision, inclusion centres, withdrawal of pupils to small groups and detentions						
The use of spaces for inclusion/withdrawal of pupils/ detentions risks the spread of infection	25	<ul style="list-style-type: none"> Social distancing is fully observed in spaces where small groups of pupils are brought together for a specific purpose. Focussed work such as phonics or maths will only be conducted in bubble groups Spaces are cleaned after use. Detentions will be scheduled in bubbles groups to avoid pupils mixing 			Exec Head Heads of School AHT SEN & Learning Support	10
3.6 Movement in corridors						
The discrete 'bubble' arrangements are breached when pupils circulate in corridors	16	<ul style="list-style-type: none"> Home base and bubble arrangements are in place. The use of shared/specialist learning spaces is timetabled to avoid different bubbles coming in to contact with each other. Corridors are divided where feasible and pupils instructed to walk single file on the left, moving up and down stairs on the right Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. Appropriate supervision levels are in place. Ongoing monitoring will adjust arrangements where required 			Exec Head Heads of School Exec Services Mgr	10

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3.7 Break times						
Bubbles may mix at break times	15	<ul style="list-style-type: none"> • Break times are staggered as much as possible • Pupils are kept within their assigned 'bubbles' during social times. Through the use of zoned break and dinner hall areas • External areas are designated for different bubbles. • Pupils are reminded about staying in their assigned 'bubbles' as break times begin. • Appropriate signage is in place around the school and in key areas. • Supervision levels have been enhanced. 			Exec Head Heads of School Exec Services Mgr	6
3.8 Lunch times						
Bubbles may mix at lunch times	20	<ul style="list-style-type: none"> • Lunch times are staggered. • Pupils are reminded about staying in their assigned bubbles as lunch times begin. • Pupils wash their hands before and after eating. • Dining areas are cleaned before and after each bubble has used them. • Tables and chairs have been cordoned off where necessary. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times and additional seating is in place • Pupils eat lunch with others in their bubble and must remain seated throughout. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 			Exec Head Heads of School Exec Services Mgr	8
3.9 Toilets						
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete 'bubbles'	15	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Toilets are identified as being for specific bubbles only except for in the dinner hall • Floor markings are in place to enable social distancing. • 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. This can be achieved by pupils from a specified bubble visiting the toilets at set times. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands. 			Exec Head Heads of School Exec Services Mgr	6

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3.11 Reception area						
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	15	<ul style="list-style-type: none"> The main office is closed to parents and arrangements are in place for email or telephone communication Where parents are invited for a specific meeting, they will be met at the gate by the meeting organiser and escorted to a social distanced meeting room. Parents need to wear masks on site and in corridors Visitors attend site only when this is essential and they will be met at the gate by the meeting organiser and escorted to a social distanced meeting room. Visitors need to wear masks on site and in corridors Non-essential deliveries and visitors to school are minimised. Deliveries will be received at the goods yard as is usual and will be met by arrangement by the site team who will ensure socially distanced working Staff are not allowed to have home deliveries sent to school 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). 			Exec Head Heads of School Exec Services Mgr	3
3.12 Arrival and departure from school						
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different year groups mixing	20	<ul style="list-style-type: none"> Start and finish times are staggered for each discrete bubbles. 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. Pupils and Parents will be required to wear face covering in designated areas and when coming on to site to drop off and collect children. 			Exec Head Heads of School Exec Services Mgr	12
3.13 Transport						
The use of designated school transport and public transport by pupils poses risks in terms of social distancing	20	<ul style="list-style-type: none"> Agreement has been reached with companies operating designated school transport on the optimum arrangements possible to minimise the risk of spreading the virus. Revised guidance is in place for pupils and parents on the new arrangements for pupils travelling on designated school transport, including advice on the use of face coverings if pupils are travelling with children other than from their own 'bubble'. 			Exec Head Heads of School Exec Services Mgr	12

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		<ul style="list-style-type: none"> Discussions have been held with the relevant public transport authority, with the local authority and with bus companies on whether journey times can be staggered to avoid peak times. Other ways for pupils to travel to and from school, such as walking and cycling, have been explored with parents. Pupils using alternative provision will use public transport in most instance. Where pupils are transported in the school minibuses, they must be seated in a socially distanced manner, sanitise before and after the journey and wear a mask 				
3.14 Staff areas						
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	20	<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. Soft furnishing has been removed and space is limited to allow for social distances Staff can only spent time together in staff areas in their bubbles Staff are briefed about the limitations to use of staff rooms. Staff are encouraged to use the dinner hall for lunch and break 			Exec Head Heads of School Exec Services Mgr	8
4. Continuing enhanced protection for children and staff with underlying health conditions						
4.1 Pupils with underlying health issues						
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so	25	<ul style="list-style-type: none"> Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. 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. Individual pupils will have a risk assessment in place 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 as set out in the latest government guidance. The register of pupils with underlying health conditions is regularly updated. Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments. Home learning, visits and an adapted timetable will be considered for the most clinically vulnerable pupils 			Exec Head Heads of School AHT SEN	15

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4.2 Staff with underlying health issues						
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	20	<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 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 in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. A risk assessment is in place for all clinically vulnerable staff outlining reasonable adjustments for their safety Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. Current government guidance is being applied. 			Exec Head	10
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	16	<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. Resources/websites to support the mental health of pupils are provided. A psychotherapist is employed to support pupils who need one to one specialist support 			Exec Head Heads of School	8
5.2 Mental health concerns – staff						
The mental health of staff has been adversely affected during the period that the school has	16	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing and to maintain healthy working practices 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. 			Exec Head Heads of School Exec Services Mgr	8

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been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> • Staff have been signposted to useful websites and resources. • The timings of the school day has been altered to discourage late working and timetables will be reviewed to identify where staff can work from home 				
5.3 Bereavement support						
Pupils and staff are grieving because of loss of friends or family	15	<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. 			Exec Head Heads of School Exec Services Mgr	6
6. Operational issues						
6.1 Review of fire procedures						
Fire procedures are not appropriate to cover new arrangements	25	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> · Pupils operating in discrete 'bubbles' · Staff moving between discrete 'bubbles' · Staff and pupils have been briefed on any new evacuation procedures. · Incident controller and fire marshals have been trained and briefed appropriately. 			Exec Head Exec Services Mgr Estates Mgr	8
Fire evacuation drills - unable to apply social distancing effectively between discrete 'bubbles'	15	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. • Initial practices will be managed in small numbers of bubbles to ensure social distancing 			Exec Head Heads of School Exec Services Mgr Estates Mgr	6
6.2 Managing premises on reopening after lengthy closure						
All systems may not be operational	15	<ul style="list-style-type: none"> • Government guidance is being implemented where appropriate. • All systems have been recommissioned. 			Exec Head Exec Services Mgr	3
Statutory compliance has not been completed due to the availability of contractors during lockdown	15	<ul style="list-style-type: none"> • All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 			Exec Head Exec Services Mgr	3

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6.3 Contractors working on the school site						
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	15	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated 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. • 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). • Contractors will be expected to wear face masks whilst on site 			Exec Head Exec Services Mgr Estates Mgr	3
7. Finance						
7.1 Costs of the school's response to COVID-19						
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	20	<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. • 2020/21 budget will be reviewed in September and any additional costs/ savings will be factored in • Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget and this will be monitored closely throughout the year • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Staffing is under regular review and any replacement posts will be considered against the budget position • The school's projected financial position has been shared with governors and trustees. 			Exec Head	12



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8. Governance						
8.1 Oversight of the Local Advisory Board						
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	16	<ul style="list-style-type: none"> The Local Advisory Board continues to meet regularly via online platforms. The Local Advisory Board agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Executive Headteacher's report 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. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of Local Advisory Board meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 			Exec Head Clerk to LAB	3
9. Site Specific						

