

RISK ASSESSMENT: FULLY REOPENING A SCHOOL AFTER THE THIRD CORONAVIRUS PANDEMIC LOCKDOWN RAS39

ACTIVITIES:	THE FULL REOPENING OF PAXMAN ACADEMY		
DATE OF RISK ASSESSMENT:	Date completed:	18th May 2021	Date to be reviewed: (At least weekly)
STAFFING: (Staff deployment, responsibilities, expertise, etc.)	25th May 2021		

Following the Minister for Education's announcement on 22nd February 2021, all year groups will return to school full-time from 8th March. Control measures must be put in place, which are outlined in this document. It is vitally important that social distancing guidance must be adhered to. In the government's guidance, published on 2nd July 2020, it was advised that: *"There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk."*

PLEASE SEE:

General Advice

List of all general Coronavirus guidance: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

General GOV.UK Coronavirus guidance: <https://www.gov.uk/coronavirus>

November/December national guidance: <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

General Back-to-workplace Coronavirus guidance:

https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work?utm_source=9b81f82c-c1c9-4121-9d1b-3456ead7138c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Test and Trace: [COVID-19 National Testing Programme Schools and Colleges Handbook](#).

DfE Advice

List of all DfE Coronavirus guidance for schools:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

DfE Schools coronavirus (COVID-19) operational guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

DfE Actions for early years:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963510/2020208_actions_for_early_years_and_childcare_providers.pdf

DfE Special schools and other specialist settings: coronavirus:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

DfE advice for safe working in Education Settings, including PPE:

<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>

DfE Primary-specific guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#infection-prevention-and-system-of-controls>

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19:

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings?utm_source=14399e54-42d4-4c63-b0fe-1d907bfe9c42&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

DfE Advice for After-School Settings:

https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=1145a09b-5f2f-4eda-80f4-78a08b0af603&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Remote Education Good Practice: <https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>

Help with remote education: <https://www.gov.uk/guidance/get-help-with-remote-education>

Providing remote education information to parents template:

<https://www.gov.uk/government/publications/providing-remote-education-information-to-parents-template>

Restricting attendance during the national lockdown

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

Asymptomatic testing guidance: <https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges>

Asymptomatic testing for primary schools:

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

HSE Advice

List of all HSE Coronavirus (COVID-19) guidance: <https://www.hse.gov.uk/news/coronavirus.htm>

Plus HSE documents: <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf> & <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

ACAS Advice

ACAS Mental Health at Work During Coronavirus (COVID-19) guidance: <https://www.acas.org.uk/supporting-mental-health-workplace>

Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not, Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
PREPARATION FOR SCHOOLS WHICH HAVE BEEN PARTIALLY OPEN SINCE 4th JANUARY 2021								
Deep cleaning	All Stakeholders – failure to effectively clean site will enable the further spread of infection.	4:4	16	Enhanced cleaning has been taking place since January 2021	Yes	1:2	2	Audits to take place to ascertain standard is compliant PBI May 2021
Health & Safety Policy	All Stakeholders	2:2	4	The Sigma Trust H&S policy has been updated to ensure compliance with current guidance	Paxman Academy H&S policy reviewed March 21	2:1	2	COFO/TEM PBI May 2021
INFORMATION FOR STUDENTS, STAFF AND PARENTS								
Is our information up to date?	Staff, students, visitors	2:1	2	Currently the government's response to the virus is being updated daily and concerned teachers and other school staff are urged to check it regularly. We receive daily updates from County and are following guidance from ASCL in addition to that - adapting policy and practice as required	Yes. SLT read guidance daily and meet regularly to discuss approaches and practice in relation to any new information or guidelines	2:1	2	May 2021 CMO/PBI

<p>Share visual information with students and staff and parents/carers continually after the school reopens</p>	<p>Staff, students, visitors</p>	<p>3:3</p>	<p>9</p>	<ul style="list-style-type: none"> Information posters, for example <i>Catch it, Bin it, Kill it</i> are displayed prominently in student and staff areas. Larger copies of all posters are placed in prominent places prior to the end of summer term Additional posters encouraging wearing masks have been displayed in prominent places DfE information has been distributed to parents/carers: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings Fortnightly newsletters to continue to outline measures that school are taking to minimise risk and to alert parents and carers to any relevant changes to the guidelines Banners on fence indicate social distancing policy and encourage wearing of masks Markers on floor indicate need for social distancing in corridor outside of Foodplant Covid updates from Essex County Council DfE updates Sigma Trust updates CST updates 	<p>Audit of site prior to opening to ensure that posters and markers are visible - CMO/DMO</p>	<p>2:1</p>	<p>2</p>	<p>A3 posters are displayed in prominent areas of the school, A4 versions are in every room that is being utilised Floor markings outside of Foodplant to indicate need for social distancing in corridors</p>
<p>Staff support, updates and training</p>	<p>All staff</p>	<p>3:3</p>	<p>9</p>	<ul style="list-style-type: none"> Staff meetings are planned in week beg 17th May to communicate plans for return Staff are supported and workloads planned in accordance with DfE guidance 	<ul style="list-style-type: none"> Induction session to be planned CMO Line management built into timetable Weekly briefings in calendar 	<p>2:1</p>	<p>2</p>	<p>Meetings to reassure staff about plans wk beg 1st March - CMO</p>

				<ul style="list-style-type: none"> • Staff receive regular updates at weekly meetings. Staff with specific responsibilities; such as the Site manager and Catering manager have specific updates; both through line management and scheduled meetings. • Frequent meetings have been used to prepare staff for full return of students, informing them of plans at each stage. • A plan is in place to support colleagues if they are asked to change role as a result of staff absence. • Regular reminders of wellbeing take place at staff briefings and through bulletins, reminding of organisations to help, systems and structures in school and Trust systems that have been put in place 	<ul style="list-style-type: none"> • Scheduled meetings have taken place - both virtual and face to face • Training has been assigned 			<p>Mindfulness/wellbeing training takes place April 21 KST</p> <p>ERO to place items in staff newsletter and does regular briefings to staff</p> <p>ERO available as staff link for those having concerns</p>
Information assemblies	<p>All students and staff who attend those assemblies.</p> <p>Subsequent people they then come into contact with.</p>	2:1	2	<ul style="list-style-type: none"> • Assembly rota will continue to be virtual • Information assembly to take place on 21st May to outline new routines and one way systems 	Yes	2:1	2	<p>Assembly made and distributed to all students-TMO 24th May 2021</p> <p>Virtual assemblies only.</p>
Penalties for non-attendance	Families of non-attending students	3:2	6	<ul style="list-style-type: none"> • Communication to go out to all parents highlighting the expectations regarding attendance. • Additional letter on standby to send to parents of those students who initially do not attend excluding permitted reasons. • Pastoral team to work with attendance solutions and in-school 	Follow up and initial follow up letters are constructed	2:2	4	TMO

				attendance policy regarding non-attendance.				
Reluctant and anxious students	Students	4:4	16	<ul style="list-style-type: none"> Anxious or reluctant students have been identified by welfare checks throughout Covid period and supportive steps have been put in place Attendance policy / safeguarding policy has an addendum 	<ul style="list-style-type: none"> Yes - safeguarding team to identify students who may be anxious Pastoral team have identified anxious students and support is being co-ordinated 	3:3	9	TMO to take to safeguarding meetings and co-ordinate support
HYGIENE AND INFECTION								
Returning staff and students	Staff and students	3:3	9	<ul style="list-style-type: none"> We are following the Sigma Trust agreed Covid-19 continuity plan Parents will not be allowed onto site to drop students off in the morning. They will only be allowed in Reception to pick up if necessary, or if bringing them into school following an appointment during the school day We will actively engage with NHS Test and Trace. 	Trust agreed procedures for the management of Covid related incidents and a continuity plan for partial or full closures has been developed	2:3	6	<p>SLT and relevant staff are aware of Sigma procedure CMO May 21</p> <p>Parents informed that they are not to be on site unless absolutely necessary CMO Mar 21</p>
What are the school/academy's measures to ensure the containment or prevention of spread of the virus?	All stakeholders	4:4	16	<ul style="list-style-type: none"> See: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Plans to adhere to guidance have been produced in consultation with relevant people The plan outlines: How breaks/lunch times will be managed to ensure risk of infection is minimised. Breaks will have a 	<p>In place</p> <p>Plan produced</p>	3:3	9	<p>Classroom rearrangement to allow for social distancing CMO May 21</p> <p>Cleaning routine established and implemented PBI May 21</p>

				<p>staggered start and there will be areas inside that are assigned to different year groups to eat. There will also be separate areas for each year group zoned outside</p> <ul style="list-style-type: none"> • Arrangements for wet breaks have been made • Year groups will be taught in different zones of the school, with minimal movement. • Each year group will have its own Pastoral office in their zone, using what were staff base areas. • The school will focus on implementing the recovery curriculum to ensure maximum re-engagement with learning • The curriculum will remain as it was • Assessment of students will take place during the first few weeks and an intervention programme will then be planned to address gaps. There will also be a teaching assistant assigned to as many staff bubbles as possible to help with this identification and to provide wave 2 support. • Both year 7 and 8 SOW are being revisited to ensure that content addressed during lockdown will be revised throughout the course of the year. • Classrooms have been set up to ensure that all desks are forward facing and that student desks will allow adults to remain at a safe distance of 2m from students • School communication to ask for medical information of families if relevant 				<p>Recovery curriculum to be implemented. Staff working group formed and all staff aware of their role within that KST May 21</p> <p>Ensure adequate supplies of cleaning materials and PPE PBI May 21</p>
								<p>Letter to parents and carers to be sent in week beg 17th May - CMO</p>

				<ul style="list-style-type: none"> • Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. The suggestion is every two hours (or at the very least, the start and end of day plus twice more in between.) • Students will be briefed about the frequency of handwashing requirements on return. There will also be hand sanitisers on entry to each classroom. • There are dedicated toilets for each year group. There are enough sinks and this will be supplemented by the use of hand sanitisers • Supplies are assured for May. PBI in constant touch with a variety of suppliers and receives alerts • Where applicable, PPE will be worn by medical staff, catering staff and all other appropriate staff. • Students move around the school in a calm, rehearsed, one-way system to enable specialist rooms to be utilised and a full curriculum restarted • At the start of each lesson, desks are wiped with antiseptic spray • Teaching staff have been briefed with a ventilation plan for windows, doors and any controlled ventilation units / AC units. • Face coverings worn in all communal areas and recommended in classrooms where a 2m safe distance cannot be guaranteed 	<p>Enhanced cleaning outlined in plan</p> <p>In plan</p>			
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<p>What steps can we take regarding hygiene to reduce the risks of infection?</p>	<p>All stakeholders</p>	<p>4:4</p>	<p>16</p>	<ul style="list-style-type: none"> • Students will be made aware of the importance of good hygiene and handwashing on return to school through presentation. Routines to embed this are included in the return in March plan • Catch it, bin, it, kill it to be reinforced by all to reiterate visual messages • Messages from Governments Test and trace to be communicated to parents and students If you feel unwell, stay at home and do not attend any education or childcare setting – the guidance states “No one with symptoms should attend a setting for any reason.” There should be active engagement with NHS Test and Trace • Staff to be reminded of Track and trace procedure • Alcohol-based hand sanitisers will be used to supplement handwashing provision. • In accordance with government guidelines there is an isolation area in school for people with symptoms. • Procedures are in place and understood by all staff. • Staff will be encouraged to be honest in reporting symptoms through effective use of line management and further development of a positive culture. • All furniture has been removed from Reception. There is also a glass screen to prevent air-borne particles spreading disease and floor markings are in place to encourage social distancing. • Each student will have a tray in their 	<p>In plan</p>	<p>3:3</p>	<p>9</p>	<p>Communication to include reference Test and trace CMO Mar 21</p> <p>Staff meetings will remind all staff about isolation and track and trace procedures, as well as communicating all system, routines and procedures to contain infection KST Mar 21</p> <p>Trays to be made for each student to include learning packs and equipment</p> <p>Catch it, bin it kill it poster is in classrooms and key areas of school - NWR Mar 21</p>
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				bubble classroom that will contain all of the books and equipment that will be needed to engage in their learning				
DEALING WITH GROUPS								
Grouping students	All stakeholders	4:4	16	<ul style="list-style-type: none"> Both years 7 and 8 are in ability setting in fixed groups to allow for more effective curriculum delivery. Year groups are zoned for registration and also in outside spaces. Seating plans reviewed and put in place to support academic progress and track and trace Teaching will take place in specialist rooms 		3:3	9	Students to remain in groups that they were placed in during october 2020
Using staff with groups	All	4:4	16	<ul style="list-style-type: none"> Students will need to move between year groups and classes and have been briefed on keeping their distance Where staff need to move between classes, they have been briefing on keeping their distance 	One way system in place	3:3	9	
MANAGING THE SCHOOL DAY								
Staggered timings	All	4:4	16	<ul style="list-style-type: none"> Year groups will have different entrances, so there is no need for a staggered start and end to the day. Lunch and break times will have different sittings to ensure no year group mixing 	Staff on duty to ensure that systems are being adhered to duty rota	3:3	9	Duty rota TMO May 21
Before and after school	All	4:4	16	<ul style="list-style-type: none"> Start and finish time remain the same and are published on our website Handwashing system outlined in plan 		3:3	9	

CONTINGENCY PLANS								
Who needs to be informed of any special measures?	SLT/LGC/Trustees/Officers	4:2	8	The Sigma Trust Covid-19 continuity plan to include all key contacts for reference and outlined responsibilities to manage any special measures	Sigma Trust continuity plan to be circulated	1:2	2	COFO
How do we decide if our school should close again & how will this decision be finalised?	HT/CEO	3:4	12	Central government will advise whether schools in affected areas should stay open or close, on the basis of scientific advice. This may well change day to day dependent upon on how Covid-19 spreads during the relaxation of lockdown. If the government were to advise closure, LAs would communicate the message to schools, but schools would not close at that point. LAs, acting on local health information, would inform schools when their area is affected and the advice to close applies. The decision on whether to close at that time remains with the head teacher of the school in consultation with the CEO of the Trust.	Decision to be made by HT and CEO based on local circumstances and following Covid-19 continuity plan	3:4	12	HT/CEO
How can parents and carers be informed of any issues/closure?	Parents and students	2:2	4	<ul style="list-style-type: none"> • Check and update pupil and parent/carer contact details. • Draft template letters, both for re-closure and re-opening. • Use SIMS InTouch for either text or email communication with parents. • Update the front page of the school's website. • Use the school's fortnightly parent newsletter to keep all stakeholders informed of issues 	<ul style="list-style-type: none"> • Yes - At least one parental email address obtained per student and system in place for communication with parents/carers. • Letters can be distributed both in paper and electronic forms • Message via website and social media platforms 	2:1	2	NWR to draft letters as required.

<p>Are you prepared for remote learning in case of any issues/closure?</p>	<p>SLT/HOD's/ Students</p>	<p>2:1</p>	<p>2</p>	<ul style="list-style-type: none"> • All legal requirements regarding remote learning are in place and evident on website. • Clear systems regarding communication of remote learning have been established and communicated with all stakeholders • Arrangements for students who need to isolate have been established and will continue on return • Remote learning tab to be updated 	<p>All complete</p>	<p>2:1</p>	<p>2</p>	<p>Ensure the remote learning tab on website is up-to-date and set up Google classroom for isolated students KST/JCA</p>
<p>Will the school be able to open if there are multiple staff absences?</p>	<p>All stakeholders</p>	<p>4:4</p>	<p>16</p>	<ul style="list-style-type: none"> • School is fully staffed, but vulnerable due to CEV staff shielding, so extra-curricular offer cannot be in place straight away. • Short notice Staff having to leave site for vaccinations will need to be monitored carefully so that the school can continue to function. • School not to open to students during non-standard school year days. • Full time staff, namely caretaking and ICT personnel, to take annual leave in accordance with guidelines and upon the Headteacher's approval. • Contingency plans have been produced for key teaching staff • Plans for operation of the school in the event of key staff absences, both teaching and ancillary personnel. Review arrangements for covering teaching and non-teaching duties, notably first aid, medical and safeguarding cover. • Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including who would take key 	<ul style="list-style-type: none"> • The school to remain open whilst staffing levels permit. Staffing is tight and absences will be closely monitored by SLT. • Wellbeing of staff to be monitored. • Confirmation of interim policy on annual leave sought from the Trust • Adequate staff cover to remain in place during periods of annual leave. • Contingency plans have been produced for key support staff are planned to be produced • Staff absence reporting procedures in place and adhered to. Staff reminded of the procedure and new staff made aware of the procedure during induction per 	<p>3:4</p>	<p>12</p>	<p>NWR to remind staff of absence reporting procedures - May 21</p> <p>Daily absence report to be issued to SLT by NGR.</p> <p>Policy on annual leave of absence required from Sigma HR - NWR/CMO - May 2021</p> <p>Contingency plans have been produced for key support staff are planned to be produced CMO/NWR May 21</p>

				<p>decisions in the event of leadership team absence.</p> <ul style="list-style-type: none"> Procedures are in place to ensure that peripatetic or agency staff and visitors understand the school's new operational circumstances and risk assessments and be suitably supervised in delivering their duties, including having direct access to permanent senior staff for support. (N.B. non-employee 'staff' should be risk assessed separately as per the H&S at Work Act and associated regulations). Remote learning offer is in place for students top access when isolating 	<p>the <u>staff handbook</u> - July 20.</p> <ul style="list-style-type: none"> Key staff identified to ensure that the school can safely remain open: one first aider / one member of the site team / one trained safeguarding lead / adequate teaching or LSA staff to cover 14 teaching groups or group teaching to be implemented if necessary. Peripatetic teaching to be delayed until May 2021 Guidance to be reviewed in April 2021. Agency supply staff may be used if required to ensure School remains open 			
Is your school suitably equipped?	Yes	3:2	6	<ul style="list-style-type: none"> We have a good supply of materials currently on site or on order for delivery before Sept. Supply chains are starting to become more readily available. Schools cleaning arrangements are being tailored to our requirements as much as possible within contracted hours. PPE is available and more shall be ordered as required 	Yes	2:1	2	Supply audit completed and additional materials ordered PBI May 21
SAFEGUARDING AND STUDENTS								

<p>Is the school able to comply with the requirements of the current DfE advice on Safeguarding?</p>	<p>All stakeholders</p>	<p>2:3</p>	<p>6</p>	<ul style="list-style-type: none"> • See: https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers • Revert to policies that have taken place since September to be shared with staff • New KCSIE shared with all staff 	<p>Safeguarding and child protection policies reviewed and updated with any addendums clear</p>	<p>2:3</p>	<p>6</p>	<p>Addendums to policies that have taken place since september to be shared with staff at meeting wk beg 1st Mar</p>
<p>Is the school able to comply with the requirements of KCSIE 2020 which remains in place until further notice?</p>	<p>All stakeholders</p>	<p>2:2</p>	<p>4</p>	<ul style="list-style-type: none"> • New KCSIE have been shared with staff in September 2020 See: https://www.gov.uk/government/publications/keeping-children-safe-in-education-2 • School systems are compliant with KCSIE 		<p>2:2</p>	<p>4</p>	<p>Additional training session to take place wk beg 1st March</p>
<p>Health conditions</p>	<p>Staff and students</p>	<p>3:3</p>	<p>9</p>	<ul style="list-style-type: none"> • Check with parents/carers whether any further conditions have developed in their children which you need to be made aware of. • Check with parents/carers whether any medication is being taken by any students. • Ensure all relevant staff are informed of the conditions and action to take and that any first aiders and medical staff are fully trained and able to give suitable and sufficient support in a crisis. • Adequate number of trained first aiders on site and training expiry dates logged. Refreshers courses booked where required through St John's Ambulance. 3-month extension to qualifications in place. 	<ul style="list-style-type: none"> • Suitable first aid training has taken place for key staff. • All student medical information is up to date. Medical conditions recorded on SIMS for students already on roll. • Determine any further medical conditions which have developed since December. Add paragraph to parent letter - Week beg 1st Mar 2021 	<p>2:3</p>	<p>6</p>	
<p>Ensure EHC plans can be delivered</p>	<p>Students: Implementing outcomes and provision to</p>	<p>3:3</p>	<p>9</p>	<ul style="list-style-type: none"> • Currently all EHCP students have RA in place • All EHCP's reviewed by SENCO 	<ul style="list-style-type: none"> • SENDCo to confirm the legal requirements of EHCP adjustments are being adhered to 	<p>3:3</p>	<p>9</p>	<p>Use of interview room for visitors (1 only) SLT Mar 21</p>

	reach targets by adapting learning are impacted Parents: Concerns for EHCP requirements being met / increase in stress / anxiety could be displayed Staff: Increased anxiety and insecurity regarding pupils access to learning			<ul style="list-style-type: none"> • Prepare 'safe space' to enable additional support within guidelines • Staff are equipped with resources to use more readily within the class bubble • Counsellor now in place to supplement provision 	<p>through provision Mar 20</p> <ul style="list-style-type: none"> • Risk assessments in Year 7 and 8 to be updated • Prepare a safe space to be available during teaching time if required • Lunch and Break safe space identified for unstructured time allocate 'hub' or safe space for lesson time (sensory breaks) • SW creating ASD / Cognition & Learning / SEMH resources for use within class and in pupil trays (eg bean bag fidget tool) • Consider how Specialised services may access pupils with SEMH / Medical needs 			Prepare 'safe space' to enable additional support within guidelines ERO Mar 21
<p>Is the school able to support students with any mental health issues which are very likely to occur at any time during this process?</p> <p>The DfE guidance states "We expect school leaders and teachers to consider their</p>	Students and their families / Peers Staff	3:4	12	<ul style="list-style-type: none"> • Recovery curriculum being implemented to re-engage students in the school community • PSHE Wellbeing focus being planned to include Mindfulness approach • Well being module in Class Charts being used to track well being • Adjustments for students being 'ready to learn' acknowledge and set approach for the most vulnerable groups • Staff have access and signposts to wellbeing support (staff room / line managers / SLT) 	<ul style="list-style-type: none"> • Small group interventions for social skills / anxieties are being provided by therapists and counsellor • Employee Assistance Programme (EAP) provision available for all staff • Bereavement and grief 'space' to be considered (potential support from 	3:3	9	<p>Communication of plans for wellbeing module to be shared with staff week beg 1st Mar NMU/TMO</p> <p>Create 'Memory Garden space' as part of bereavement support MNE/NMU</p>

<p><i>pupils' mental health and wellbeing and identify any pupil who may need additional support so they are ready to learn and assess where pupils are in their learning, and agree what adjustments may be needed to the school over the coming weeks. Plus identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils."</i></p>				<ul style="list-style-type: none"> • MH Tool kit alongside SEMH provision to be considered for the most vulnerable • Counselor has been employed to address some students mental Health issues and referral system is in place to triage • Student social worker is also working with some vulnerable students • Bereavement support • Posters / Support displayed in staff room • MNE trained on use of Place2B and NAHT Guidance for MH and Wellbeing COVID recovery 	<p>Bereavement counsellors)</p> <ul style="list-style-type: none"> • Covid Catch Up Funding used to provide access to specialist staff to enhance well-being 			<p>Summer2021</p> <p>Support pathways communicated and shared in a meaningful way (both staff and students) ERO/MNE</p> <p>Wellbeing committee as part of policy Sep 20</p> <p>Mental Health training to take place for all staff Summer 2021 KST</p>
<p>Are there any issues associated with monitoring the internet usage etc in the school?</p>	<p>Staff and students</p>	<p>2:3</p>	<p>6</p>	<ul style="list-style-type: none"> • Internet safety for both students and staff not to be diminished at any point. • Ensure that contractor providers can deliver the service. • Filters in place to ensure safety. • Ensure the internet is up and running at all times. 	<p>Yes - JCA has overview of internet usage and has full access to block staff / students / sites as necessary. This can be done remotely as well as whilst on site.</p> <p>Limited use of computers / Chromebooks by students. In Computer Science lessons, the member of staff monitors and controls the sites students use.</p>	<p>2:2</p>	<p>4</p>	

					ICT Acceptable Use policy in place for staff and students.			
Is the school able to deliver interviews, transition sessions, open days, parents evenings etc?	All stakeholders	3:2	6	<ul style="list-style-type: none"> Ensure that any such sessions which allow persons other than your staff and students onto your site are organised according to the prevailing guidance for schools: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings Sessions will be run virtually wherever possible . If this is not possible then current guidance on social distancing will be adhered to 	<p>Parent Evenings will now take place virtually over 2 evenings using a cloud based system</p> <p>Interviews can now take place face-to-face</p> <p>The school will continue to review guidance on social distancing and local lockdown procedures to see viability of running any event</p>	2:2	4	T
Coronavirus related behaviour incidents	Students and staff	4:4	16	The school's behaviour policy has an addendum that includes coronavirus (COVID-19) related behaviour incidents.	Behaviour policy reviewed and updated with any addendums clear	2:3	6	Expectations of behaviour will be reshared with staff/students and parents 21st May - TMO
Considering mentoring	Students	4:4	16	<p>Mentoring of students by staff or their peers may offer great support mechanisms if they are struggling emotionally or mentally..</p> <p>Any staff capacity can be used to help mentor students. Students who are experiencing significant issues will be identified</p> <p>We will also be able to identify appropriate outside agencies to support students including 'Power - EWMHS' etc.</p> <p>PPG first mentoring to re-commence</p>		3:4	12	<p>Students who need additional support will be identified by staff and names sent to safeguard meeting</p> <p>PPG mentoring KST/ DNA</p>

FIRST AID, MEDICAL AND EMERGENCIES								
First Aid and Medical provision	All stakeholders	3:3	9	<ul style="list-style-type: none"> We currently have 14 staff with First Aid certificates, 1 member of staff due for renewal Clinically extremely vulnerable (CEV) staff are advised not to attend the workplace. Staff who are identified as CEV should follow the published guidance. Clinically vulnerable staff can continue to attend school where it is not possible to work from home 	<p>Staff identified as CEV known and NHS letter/s received.</p> <p>CEV staff to follow government and Trust guidance on working from home.</p>	2:2	4	<p>PBI/TMO to oversee First aid provision - on-going</p> <p>NWR to audit needs of vulnerable staff May 21</p>
Pregnant Staff	Staff	3:4	12	<ul style="list-style-type: none"> Risk assessments to be carried out. Staff who are more than 28 weeks pregnant or with underlying health conditions to work from home in accordance with Trust guidance. 		2:4	8	Risk assessments completed NWR
Test and Trace	All stakeholders	3:4	12	<ul style="list-style-type: none"> School to promote and engage with NHS Test and Trace. Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate Visitors log in place to record sufficient detail to support rapid contact tracing if required by NHS Test and Trace. Staff and students taking a home test must report their result to NHS Test and Trace as soon as the test is completed 	<p>Staff and student attendance reporting in place. Staff complete Covid declaration form upon return to work.</p> <p>Visitors log in place.</p> <p>Parents/carers aware of Test and Trace reporting requirements.</p>	3:3	9	

FOOD AND NUTRITION/HEALTH/DIETARY REQUIREMENTS AND SAFETY								
Can food hygiene and nutritional requirements be kept to?	All stakeholders	3:4	12	There has been no relaxation of any requirement for food hygiene or nutritional requirements. Ensure your kitchen/provider can deliver to the usual standard. All current guidelines will be adhered to	A RA has been completed by the Catering Manager in conjunction with LBA safety and the provision is compliant with hygiene and nutritional standards	2:3	6	Current standards will be maintained
Queuing arrangements	Students and staff	3:3	9	<ul style="list-style-type: none"> • Outlined in plan • Shield points are at the tills in the Foodplant • Floor markings in place for Year 7 queue and part of Year 8 queue 		3:2	6	Shields at till points PBI Mar 2021 Floor markings are required for Year 8 queue PBI Mar 2021
PPE	All stakeholders	3:3	9	We have appropriate PPE for cleaning up inc bio hazards. More shall be purchased as required	PBI to monitor stocks and replenish as required	2:3	6	Audit completed PBI
Is food waste able to be disposed of/collected at suitable intervals?	All stakeholders	2:1	2	A specialist food waste bin is in use	Ensure that bin is being used	2:1	2	
SAFE TEACHING PRACTICES								
Social distancing in the classroom	All stakeholders	3:4	12	<ul style="list-style-type: none"> • All procedures and staff / student ratios should be set to ensure that the prevailing DfE guidance on social distancing is adhered to. See: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Social distancing in the classroom will be achieved through classroom design and carefully planned groups 	Site team to arrange furniture according to plan	2:4	8	May 21 DMO Parents informed of guidance re. wearing masks in school CMO May 21

				and lessons. Staff will be briefed in March about requirements <ul style="list-style-type: none"> Mask should be worn in all lessons - guidance given 				
Staff / Student ratios	Staff and students	3:3	9	All current EHCPs have been risk assessed. Staff/Student ratios are in -line with current government guidance		3:3	9	
Practical lessons	Staff and students	3:3	9	<ul style="list-style-type: none"> Meetings have taken place with all practical subjects to consider best approaches and approaches have been modified as a result, using the current guidance for GCSE- video demonstrations etc to encourage a blended learning approach that also enables off-site access. Practical lessons are re-risk assessed and signed off by department heads or if necessary members of SLT are consulted or asked to sign off In P.E students will arrive to school in P.E kit changed and ready AFPE guidance will be followed Current guidance will be followed for in practical subjects Equipment which might be shared will be wiped down after each use CLEAPSS guidance has been followed with reference to technology to ensure that lessons are taught in a safe and compliant manner Where students are face to face, then masks are worn at all times 	Risk assessments for practical lessons to take place - music, PE	3:3	9	Review RA for music, drama, PE and CS lessons May 21 TMO / NMU
Music and Singing The DfE advice states:	Staff and students	3:3	9	<ul style="list-style-type: none"> Singing will not be taught initially in large groups Any equipment used will be wiped down by students under staff supervision 	SLT to be aware of updated guidance for the teaching of practical lessons	3:3	9	DDA to work with KGO to ensure that schemes of work reflect safety guidance

<p><i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies."</i></p>				<ul style="list-style-type: none"> • Timetable allows for the equipment to be cleaned in between lessons • No wind instruments will be used or any equipment which requires students to use their mouth • Music room will be part of cleaning rota for deep clean nightly • Effective physical distancing will be used and where possible students will perform outside 				
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<p>Physical Education</p> <p>The DfE advice states: <i>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</i></p>	<p>Students and staff</p>	<p>3:3</p>	<p>9</p>	<ul style="list-style-type: none"> • Students will be taught in their 'bubbles' if taught inside. They will be taught as boys and girls groups if outside and there is limited no contact between students. • Any equipment which is used will be wiped down by the student under the supervision of the member of staff. • P.E curriculum will be taught outside wherever • All students will arrive in school changed for P.E and as such the changing rooms will not be used • P.E clubs will take place in year group bubbles and where social distancing can adequately take place . • Schools should refer to the following advice: Guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • Advice from organisations such as the Association for Physical Education and the Youth Sport Trust https://www.afpe.org.uk/physical-education/updated-covid-19-frequently-asked-questions-february-21/ 		<p>3:3</p>	<p>9</p>	<p>HOD will continue to monitor provision and guidelines regarding recreational sport. NMU May 2021</p>
<p>Ensure all statutory checks on equipment / machinery are made prior to use</p>	<p>All stakeholders</p>	<p>3:3</p>	<p>9</p>	<p>All of our equipment was new Sept 2019 All other PPM visits have been completed. With the exception of those listed next column. All shall be completed by end Aug 2020. PPM for 2021 is ongoing.</p>	<p>Annual servicing of all equipment is up to date including kitchen and DT equipment. Next items due under PPM to be booked for Easter holidays with the remainder in June half term and the summer holidays. Record sheets held by PBI.</p>	<p>3:3</p>	<p>9</p>	<p>Ongoing but up to date PBI</p>

Ensure visual checks on equipment / machinery are made prior to every use	All stakeholders	3:3	9	All equipment was inspected over summer holidays 2020. Next service inspection due summer 2021. Visual checks on equipment will be done before practical rooms start to be used again	PBI to keep records	3:3	9	PBI Ongoing DT rooms - visual inspections will be implemented ready for reuse in May
PPE	All stakeholders	3:4	12	PPE is available	PPE is available where required and more shall be ordered as required.	3:3	9	PBI to monitor stock and ensure supply DMO/PBI May 2021
Movement between lessons and breaks	Students and staff	3:4	12	<ul style="list-style-type: none"> • Movement around site planned to minimise contact between year groups • Staff in bubbles in base rooms and staff circulate. • Duty rota and staggered breaks planned to optimise supervision of social distancing. 	Has been communicated to staff and students CMO/All teachers	2:3	6	Staff meetings will revisit rules around movement of students KST week beg 24th May 2021 Students to be reminded during form time on 21st May - TMO
FIRE AND LOCKDOWN								
Compliance checks are made prior to reopening	All stakeholders	3:2	6	Check all firefighting equipment, signs and emergency lighting operates as it should.	PPM is currently up to date. Emergency equipment checks are in date and being booked for when they become due.	2:2	4	PBI Ongoing
Revised fire and lockdown procedures	All stakeholders	3:2	6	The Fire evacuation plan is able to operate as normal. The grouping bubbles means different year groups shall exit from two different levels of the building with year 8 coming from 1st floor. Year 7 on ground floor should have	PBI has updated fire risk assessment and copy of draft lockdown procedure has been produced.	2:2	4	PBI/TMO

				cleared by the time Year 8 arrive at assembly point. Fire marshall in place to hold Year 8 until Year 7 have cleared the building Lockdown plan has been modified				
Fire and lockdown drills	All stakeholders	3:2	6	Each year group shall be walked through the fire evacuation drill on the first day. Staff shall be advised of temporary lockdown procedure prior to return	Lockdown procedures to be shared with staff once approved	2:2	4	Fire marshals list to be revised and duties outline TMO/PBI May 21
PEEPs	Students who have a PEEP. Staff during evacuation process.	3:2	6	Check that existing PEEPs remain valid and amend if necessary, ensuring all staff and relevant students are aware of the changes. (TMO/ JSM) Inform parents/carers where necessary. Keep records.	Review current PEEPs. PBI/TMO/JSM to prepare new PEEPS if required	2:2	4	Oversee production of PEEPS if necessary TMO May 2021
PREMISES COMPLIANCE								
Ensure unused areas of the building are not able to be accessed by unauthorised persons	All stakeholders	3:3	9	Security of unused blocks or rooms should be checked regularly to ensure that roving staff or students are not able to access areas which are not being actively kept safe or are not being supervised as they are closed for use.	All rooms not in use shall remain locked. Site staff shall check these daily	3:3	9	
Audits	All stakeholders	3:3	9	All allocated audits on Handsam schedule are planned to be completed as required.	Monitor audit schedule and keep records - PBI	3:3	9	
SECURITY								
Ensure the security of the school is suitable and sufficient at all times	All stakeholders	3:4	12	<ul style="list-style-type: none"> All aspects of site security will not change due to the pandemic. Security gates shall remain closed and the building secured at night. All bins will be kept in refuse area away from buildings 	All normal measures to ensure the security of the site will remain	2:4	8	

ADMINISTRATION								
Is the school able to deliver the administrative requirements both internal and external?	All stakeholders	2:3	6	<ul style="list-style-type: none"> • Ensure that record-keeping for the immediate timeframe and preparation needs for the forthcoming academic year are met. • Administrative staff to be aware of DfE reporting requirements eg. attendance and Autumn term census. • Ensure sufficient staffing. • Workspaces to be suitable to allow for social distancing requirements. • Ensure accessibility to systems if working off site. • Ensure required resources are purchased and received in time for the new academic year. 	<ul style="list-style-type: none"> • Admin staff have full access to cloud-based systems. Internal and external requirements are met. • Sufficient staffing and preparations for the new academic year in place. • Single occupancy offices utilised and main office desks adequately spaced to ensure social distances requirements are adhered to. • Purchase orders for required resources placed and awaiting delivery in the majority of cases. 	2:2	4	
Continued home working	Staff	3:2	6	<ul style="list-style-type: none"> • All necessary staff will be on site from 4th March in order for the return of students • We are keeping abreast of DfE guidance on home working. • Students, staff and other adults must not come into the school if: <ul style="list-style-type: none"> - they have one or more Covid-19 symptoms - a member of their household has Covid-19 symptoms - they are required to quarantine having recently visited countries outside the Common Travel Area - They have had a positive test 	CMO/NWR to work with Sigma HR team to identify individuals or groups of staff that will remain working from home and follow guidance within the Trust Covid-19 procedures. Staff informed of intention to resume normal working pattern on site from 4th March 2021- CMO If guidance	3:2	6	Staff to be notified of any changes to plans if required - NWR/CMO Ongoing

					changes , staff will be informed accordingly.			
CONTRACTORS, SUPPLY AND PERIPATETIC STAFF								
Check the status of all school suppliers / contractors	All stakeholders	3:3	9	<p>All contractor checks shall continue with DBS, risk assessment etc. Will only be on site during the day if essential otherwise will be out of hours.</p> <p>Planned works are external and will take place behind fencing under the control of a main contractor who will be responsible for their management. They should not come into contact with the school staff or students.</p> <p>Snagging to be done throughout the summer holiday and completed by 21 Aug</p>	Site staff monitor procedures and practices - PBI	3:3	9	
Plan for supplier / contractor / visitor site visits	All stakeholders	3:3	9	<p>All contractor checks shall continue with DBS, risk assessment etc. Will only be on site during the day if essential otherwise will be out of hours.</p> <p>Non essential visitors shall be discouraged from attending site. Visitors shall be by appointment only unless it is an emergency. Refer to visitor procedures.</p>	Procedures outlined in plan	2:3	6	
Plan for supplier / contractor failure	All stakeholders	4:4	16	Develop back up plans as you must be ready for any supplier/contractor to fail to deliver at short notice as it cannot be predicted when coronavirus (COVID-19) might strike their workplace.	Schools to contact Trust Estates Manager in the event of a contractor becoming unable to deliver a key service or statutory inspection for support	3:4	12	Local Site Manager / TEM

Dealing with supply and peripatetic staff	N/A	N/A	N/A	We are not going to use supply and peripatetic teachers until next year	<ul style="list-style-type: none"> Peripatetic teaching to be delayed until May 2021. Guidance to be reviewed in April 2021. Closure an option at this point. Cover to remain in-house and duties re-directed accordingly - see note above 	N/A	N/A	<p>To be reviewed as further guidance is issued- CMO as required</p> <p>PLan in place for use of supply teachers NMU May 21</p>
TRIPS, FIXTURES AND TRAVEL ARRANGEMENTS								
Travel to and from school at the beginning and end of the school day	Parents / Students	3:4	12	<p>Ensure social distancing at gates Separate entrances for each year group</p>	<ul style="list-style-type: none"> Staff are assigned to gate duties to keep vigilance on parents / students adhering to policy in place Contact with school for parents during the initial restart / transition Use of website for communication of 'collection and transport' arrangements 	2:3	6	<p>UpdateList of Pupils who use Public transport ERO Mar 2021</p> <p>Inform parents of 'collection procedures' CMO May 21</p>
Collection by a parent	Parents / Students / Staff	3:3	9	<p>Covid plans in place for suspected cases and isolation area is equipped in line with latest Government guidance. Parents will collect child from reception in this instance.</p> <p>PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a child with complex needs.)</p>	Medical and reception team to ensure that guidance is adhered to.	3:3	9	

School transport	Students / Parents / carers and staff	2:3	6	School minibus to be serviced in line with rental agreement. Minibus to be deep-cleaned after use	Trust Minibus policy adopted - NMU	2:2	4	Mini-bus log and notices to be produced to ensure that covid cleaning procedures are adhered to PBI May 21
Consultation with stakeholders and relevant parties	Staff / Pupils / Parents / Wider Community - A lack of transparent communication and information will cause confusion and uncertainty. The Trust must ensure clear information is provided to all parents and staff surrounding any full re-opening.	3:3	9	The Trust and JCC will ensure meetings are held between union representatives and trustees/CEO For students and parents/carers ensure they and their parents/carers have a voice in allaying any fears or concerns they may have.	Awareness training for the full school cohort	3:3	9	

Responsible person name:	C A Moffat	Signature:	C A Moffat	Date:	18/05/2021
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Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

Risk Likelihood						
R i s k S e v	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
	1: Insignificant	1	2	3	4	5
	2: Minor impact	2	4	6	8	10
	3: Notable impact	3	6	9	12	15

e r i t y	4: Major impact	4	8	12	16	20
	5: Catastrophic	5	10	15	20	25

Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

Risk Rating Calculation

$$\text{Total Risk} = \text{Remaining Risk Severity} \times \text{Remaining Risk Likelihood}$$

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

All accidents and incidents must be recorded in line with the school/academy’s policy.

Also report near misses – not just accidents or incidents.