
Khalsa Secondary Academy

Risk Assessment V2 (08.09.20)

Operational risk assessment for school reopening:

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Assessment conducted by:	Chris Drew	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	08.09.20	Review interval:	At end of each month	Date of next review:	30.09.20

Related documents	
Trust/Local Authority documents: Re-opening Plans	Government guidance: Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home. 	Y	<ul style="list-style-type: none"> All year groups (7 – 13) will attend school provision from September 2020 Timetable has been created in line with government guidelines. Remote learning plan to be finalised. 	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	L	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Each year group organised into its own zone. Class sizes and timetables/staffing amended allowing numbers in line with government guidance Classrooms re-modelled, with chairs and desks facing the front of the class. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In secondary schools, assuming that setting is maintained, each year group stays together and does not mix with pupils from other year groups. 	Y	<ul style="list-style-type: none"> All year groups zones determined, set out and labelled accordingly. Chairs and tables are to be re-configured by caretakers as part of summer jobs. 	L
Large spaces need to be used as classrooms	L	<ul style="list-style-type: none"> Limits set for large spaces (e.g. Gurdwara, canteen) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	y	<ul style="list-style-type: none"> Single year group assemblies for the month of September. Year group bubbles designed to ensure limited contact and movement. 	L
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. 	Y	<ul style="list-style-type: none"> Risk assessments to be completed by SLT links. Antibody testing has been offered by LA to school. Staff have been sent details. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of attendance at school and home learning (where necessary) is utilised until staffing levels improve. 			
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	L	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds, as well those students who are persistently absent. 	Y	<ul style="list-style-type: none"> Remote Learning contingency plan is in place. TAs will be redeployed based on year group bubbles. Attendance will be monitored and first day phone calls will be made each day (as per normal) 	L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> The number of entrances and exits to be used is maximised. Different entrances/exits are used for different year groups. Staff and pupils are briefed and signage is provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of students on arrival and exit to avoid groups congregating. Floor markings and corridor signage are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. The school operates a staggered finish, with different year groups exiting the building and the site at different times. 	Y	<ul style="list-style-type: none"> Different entrances and exits to school have been planned. Staff and pupils have been notified prior to start date via emails and messages to parents. SLT/site staff have prepared the school prior to opening. A reminder that attendance is mandatory from September has been sent out to all parents. A staggered finish time at the end of the day has been introduced to help manage flows and to maximise safety. 	L

1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Lesson change overs are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 	y	<ul style="list-style-type: none"> • Signage is in place upon return. • Staffing has been identified and confirmed. • A staggered finish time at the end of the day ensures year groups do not mix with other year groups on exit and whilst awaiting pick-up. 	L
1.7 Curriculum organisation					
Pupils are likely to have fallen behind in their learning during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning will continue (as necessary) and will be calibrated to complement in-school learning and to address any identified gaps. • Exam syllabi are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Y	<ul style="list-style-type: none"> • Academic targets for the new Year 11 have been reviewed. • An intervention plan is in place to start in September 2020 for Year 11 • Assessments will be completed in the first half term for Years 11 and 12 to address gaps. • Misconceptions will be addressed through low stakes assessments as well as Data Drops. 	L
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. 	Y	<ul style="list-style-type: none"> • Staff will be expected to use departmental work rooms and other shared spaces. 	L

1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures; readiness for September	H	<ul style="list-style-type: none"> School calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff workplans to include short-term and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. Calendars, meeting schedules and directed hours completed. Preparations for September completed. Sixth form planning completed. 	Y	<ul style="list-style-type: none"> All teaching staff have been recruited. Curriculum plans for KS3, 4 and 5 are in place for at least the first half of the Autumn Term. 	L
Pupils moving on to the next phase in their education do not feel prepared for the transition; readiness for results days	H	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Online induction for pupils and parents has taken place. Preparation for results day: information has been sent out to parents of Years 11 and 13, and staff. Protocols are in place to collect results based on government guidance for social distancing. 	Y	<ul style="list-style-type: none"> Transition for the new Year 7 has taken place. Post 16 provision/ support and guidance via Google Meet and one to one phone calls have taken place. All protocols are in place for A Level and GCSE result days. Information has been sent out to parents and staff, informing them of the protocols to follow re social distancing. 	L
1.10 Governance and policy					
Trustees are not fully informed or involved in making key decisions	H	<ul style="list-style-type: none"> Online meetings are held regularly with the CEO and Trustees. Trustees are involved in key decisions on reopening. Trustees re briefed regularly on the latest government guidance and its implications for the school. Trust Board to approve plans on 25th August 2020. 	Y	<ul style="list-style-type: none"> All plans thus far have been approved by Trust board RA and plan for reopening in September will be discussed/approved on 25th August 2020. 	L
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and Trustees have been briefed accordingly. 	Y	<ul style="list-style-type: none"> All Addendums and RA have been updated. Addendums to all policies will be updated and checked by the Trust Board. 	L

1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Trustees Local Authority Regional Schools Commissioner Professional associations Other partners 	Y	<ul style="list-style-type: none"> All communication strategies are in place. All communication strategies are in place ready for September 2020. 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> A staff communication reopening strategy 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"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y	<ul style="list-style-type: none"> SLT and Headteacher have provide guidance via documentation upon return for staff. Staff will have training on the day prior to school opening. September arrangements have been communicated to staff and will be recomunicated during the staff training day. 	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> An induction programme for all new staff is in place prior to them starting. The New Staff Handbook is issued to all new staff prior to them starting. 	Y	<ul style="list-style-type: none"> Induction programme will be delivered prior to starting in September The New Staff Handbook is being updated in line with curriculum and school changes. 	L
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	H	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. School canteen to be reopened in September to provide packed lunches to pupils eligible for free school meals; all other students will bring a packed lunch to school. 	Y	<ul style="list-style-type: none"> FSM vouchers are organised by the administration team. School canteen will reopen for FSM packed lunches only. Canteen staff have been notified of the end of the furlough scheme. 	L

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.	H	<ul style="list-style-type: none"> Risk assessments are updated 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 Movement around school Break and lunch times Particular aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Y	<ul style="list-style-type: none"> All plans are confirmed and are in place. 	L
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with start and departure times	H	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning start and departure times. 	Y	<ul style="list-style-type: none"> This will be communicated to parents via a communication plan (letter) to ensure that all parents/students know what times, entrances etc they will be using. 	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep clean and ongoing cleaning of surfaces is not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	Y	<ul style="list-style-type: none"> Cleaning schedule, hours and arrangements have been agreed and in place. 	L
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and hand sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y	<ul style="list-style-type: none"> Supplies have been checked by site staff. Additional hand sanitiser dispensers have been ordered and fitted. 	L

				<ul style="list-style-type: none"> • Soap has been changed to antibacterial soap in all toilets. 	
Pupils forget or do not bother to wash their hands regularly	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly. • Posters and electronic messaging boards reinforce the need to wash hands regularly. • School leaders monitor the extent to which handwashing is taking place on a regular basis. 	Y	<ul style="list-style-type: none"> • Poster and electronic messages are in place. • Staff will be reminded during inset day to ensure the culture of regular handwashing is instilled in their groups. 	L
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • Policies are agreed prior to the school opening on the wearing of school uniform by pupils and business attire by staff to minimise risks. • Expectations and guidance are communicated to parents. 	Y	<ul style="list-style-type: none"> • School uniform will be worn by all students in Years 7 to 11. • Communication with parents will include advice on regular washing of school uniform. • Staff will be expected to wear business attire. 	L
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> • Take fabric chairs out of use where possible. • Where that is not possible, ensure chairs are limited to single person use. 	Y	<ul style="list-style-type: none"> • All fabric chairs will be out of use for staff and pupils. • Students will remain in their bubbles and will allocated a seat. They will remain in this seat wherever possible. 	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> • Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • Post-testing support is available for staff through the school's health provider. 	N	<ul style="list-style-type: none"> • Staff will be reminded of symptoms and procedures for getting a test if they present the symptoms. • Students will also be briefed during drop down days. • Reminders of testing and protocols will be resent to parents via an updated communication plan. 	M

<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. • 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. • A record of any COVID-19 symptoms in staff or pupils is reported to the Trust on a regular basis. 	<p>Y</p>	<ul style="list-style-type: none"> • A recording and tracking system will continue to be in place. • First day calls will be made before 9am with added questioning around COVID-19. • Staff will be reminded about protocols around presenting symptoms and self-isolating. • The parent communication plan will include the same protocols and included the definitions as stated. 	<p>L</p>
<p>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</p>	<p>H</p>	<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 will be 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 manner to all stakeholders. 	<p>Y</p>	<ul style="list-style-type: none"> • All stakeholders have received timely communication regarding school procedures. 	<p>L</p>
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	<p>H</p>	<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 will be 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 manner to all stakeholders. 	<p>Y</p>	<ul style="list-style-type: none"> • A refresher will be included in staff inset and pupil induction days. • All necessary guidance to be issued in the parent communication plan. 	<p>L</p>
<p>2.5 First Aid/Designated Safeguarding Leads</p>					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	<p>L</p>	<ul style="list-style-type: none"> • All First Aid certificates have been extended for three months. • A programme for training additional staff is in place. 	<p>Y</p>	<ul style="list-style-type: none"> • Prior to Covid-19, all admin and pastoral staff attended a First Aid course. • All of SLT are Level 3 DSL trained as are the DSL team and the SENCo. 	<p>L</p>

2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place in the medical room. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for the medical room to be cleaned after any suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> PPE ordered for designated person. Additional rooms have been allocated. These rooms will be included in the cleaning schedule. 	L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the school website is to be created. 	Y	<ul style="list-style-type: none"> Parents are kept up to date via text messages, parentmail and social media. Communication plan will be shared via parentmail and sent via post for our new year 6 students. It will also be on the school website. 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<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. 	Y	<ul style="list-style-type: none"> Advice and guidance from the Government is re-iterated in every parent communication. 	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<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. First Aider, SENCo, intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. Staff are reminded that the wearing of gloves is not a substitute for regular and thorough handwashing. 	Y	<ul style="list-style-type: none"> PPE for staff is available at school and where staff need to attend to a pupil with symptoms, they will wear full PPE. Staff will be briefed on the use of PPE in a school environment during inset day. 	M

3. Maximising social distancing measures

3.1 Pupil behaviour

<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For younger children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents to reinforce the importance of social distancing. 	<p>Y</p>	<ul style="list-style-type: none"> • All expectations are in the communication plan for parents to reiterate expectations of pupils. • Pupils will be reminded of expectations upon return to school. 	<p>L</p>
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3.2 Classrooms and teaching spaces

<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • All classroom tables and chairs are forward facing. • Teachers will only teach at the front of the classroom. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	<p>Y</p>	<ul style="list-style-type: none"> • SLT and site staff will ensure that the site adheres to government requirements prior to pupils' return. 	<p>L</p>
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3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> • Circulation plans will be reviewed and amended as required. • One-way systems are in operation, wherever feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Bubbles have been created in line with government guidelines. • Wherever possible, pupils will stay in classrooms and staff will move from one classroom to another. • Lesson changeovers are staggered to avoid overcrowding on corridors. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. • The lift can be used by vulnerable staff or by those carrying large amounts of resources, as well as in the event of an emergency (but not fire) or when medical needs arise. Staff and pupils will need to wear facemasks when using the lift. • Staff and pupils will need to wear facemasks in and around communal areas such as corridors, stairs and social spaces. 	Y	<ul style="list-style-type: none"> • Plans are in place for social distancing around the school. • Year group bubbles have been created to minimise contact with students outside their own bubble. • Staggered breaks and lunchtimes are in place for each bubble. • The daytime cleaner will clean the lift access panels as part of their regular duties. • KSA has made it mandatory that all staff and students wear facemasks in communal and social spaces. This has been approved by the Trust Board as an additional protective measure for the school community. 	L
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Y	<ul style="list-style-type: none"> • Plan includes designated areas for pupils during break times. 	L
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Lunch times are staggered. • Pupils are reminded about social distancing as lunch times begin. • Pupils sanitise their hands before and after eating. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 	N	<ul style="list-style-type: none"> • All in place. 	L

3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and younger children are supervised in doing so, as necessary. 	N	<ul style="list-style-type: none"> • This will be communicated to staff on inset days and to pupils on their return to school. • Cleaning schedule includes 6 hours additional cleaning during the day to ensure high usage spaces, such as toilet areas, are cleaned regularly and throughout the day. 	L
3.7 Medical Room					
The configuration of medical room may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical room. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for the medical room to be cleaned after any suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> • Current medical room will be used as well as the meeting room as an additional space. 	L
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. 	Y	<ul style="list-style-type: none"> • Reception is rearranged to ensure segregation of visitors takes place. • Social distancing guidance will be displayed prior to pupils and staff returning to school. 	L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> • Finish times are staggered. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Regular messages to parents stressing the need for social distancing at arrival and departure times. 	Y	<ul style="list-style-type: none"> • All plans are in place. 	L

3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Discussions are to be held with the bus companies and the minibus drivers on how the use of face coverings and social distancing measures will be applied. 	Y	<ul style="list-style-type: none"> Outlined in the communication plan to parents. 	L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school reopening to allow for as much social distancing as possible between members of staff. 	Y	<ul style="list-style-type: none"> Staffroom and office furniture has been reconfigured to ensure that social distancing can be achieved. 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Y	<ul style="list-style-type: none"> Definitions are included in the communication plan to parents. 	L

4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 	Y	<ul style="list-style-type: none"> Staff who filled out a risk assessment prior to September will have the option of wearing PPE as under new guidance all staff are expected back in school. All risk assessments will be updated with staff on Inset days to ensure they are up to date. This will be done by HR/PA to the Principal (SNI) 	L
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	H	<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. 		<ul style="list-style-type: none"> Mental Health First Aiders x 2 Mental Health helpline (KAT wide) Student Welfare Officer. Resources provided to parents. Welfare checks on vulnerable groups and their families. Pastoral checks on families. Positive Participation campaign with TKAW families. Upcoming drop down days are to include a focus on mental health awareness and support. 	L

5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff are signposted to useful websites and resources. 	Y	<ul style="list-style-type: none"> • Assistant Head (IB) chairs the staff wellbeing group. • Staff have access to counselling via SWO and Trust. • The school has a nominated Mental Health Champion who can signpost pupils and staff to the appropriate organisations as necessary. • Headteacher and SLT will continue to focus on staff mental health and wellbeing over the course of the 2020-21 academic year. 	L
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed, with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y	<ul style="list-style-type: none"> • Wellbeing guidance has been added to the addendum for health and safety • Staff Briefing has a regular wellbeing focus. • Regular catch-ups with line managers are encouraged. • SLT check in with staff regularly to check in on their mental health. 	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	<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 as necessary. 	Y	<ul style="list-style-type: none"> • The school employs the services of a trained counsellor • The school has a nominated Mental Health Champion who can signpost pupils and staff to the appropriate organisations as necessary. 	L

6. Maintaining educational provision for children of key workers and vulnerable children

6.1 Maintaining provision

<p>Educational provision must still be maintained for priority children when the school reopens</p>	<p>H</p>	<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	<p>Y</p>	<ul style="list-style-type: none"> • All children are due to return to school in September 2020. • A Virtual Learning Contingency Plan is in place for if/when we go into a local lockdown. 	<p>L</p>
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7. Operational issues

7.1 Review of fire procedures

<p>Fire procedures are not appropriate to cover new arrangements</p>	<p>H</p>	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of pupils/staff • Year groups operating in bubbles, remaining separate from one another • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster points to enable social distancing where possible • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	<p>Y</p>	<ul style="list-style-type: none"> • Staff will be briefed on the inset day prior to pupils' return • Pupils will be briefed on the first day back to school. 	<p>L</p>
<p>Fire evacuation drills - unable to apply social distancing effectively</p>	<p>H</p>	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	<p>Y</p>	<ul style="list-style-type: none"> • Staff will be briefed on the inset day prior to pupils' return • Pupils will be briefed on the first day back to school. 	

Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	<ul style="list-style-type: none"> Staff rota is in place consisting of SLT and Heads of Learning. 	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Y	<ul style="list-style-type: none"> The necessary health and safety checks have been undertaken prior to the school reopening to all pupils. 	L
Statutory compliance has not been completed due to the lack of availability of contractors during lockdown	H	<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. 	Y	<ul style="list-style-type: none"> Daily and weekly health and safety checks have been taking place as necessary, alongside the scheduled monthly H&S audit. 	L
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<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. Temperature checks are carried out on a contractor's arrival and before they enter the school building. Alternative arrangements have been considered, such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	<ul style="list-style-type: none"> Site team and Deputy Head (JW) to review the schedule of any planned contractor visits. 	L

8. Finance					
8.1 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	M	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are continually being explored. The school's projected financial position has been shared with the Trust Board. 	Y	<ul style="list-style-type: none"> The Trust's Finance Director has factored these additional costs into their budget and forecast. 	L
9. Governance					
9.1 Oversight of the Trust Board					
Lack of Trustee oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> The Trust Board continues to meet regularly either face to face or via online platforms. The Trust Board's agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to the Trust Board 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 CEO and those Trustees with designated responsibilities is in place. Minutes of Trust Board meetings are reviewed to ensure that they accurately record Trustees' oversight in holding leaders to account for areas of statutory responsibility. 	Y	<ul style="list-style-type: none"> Each of these requirements has been met. 	L
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
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