

DRAFT Pending Review - Doc to go live for 8th March Reopen

Contents

COVID-19: Operational risk assessment for full secondary school reopening	2
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DRAFT COVID-19: Operational risk assessment for secondary school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

Assessment conducted by:	DSO	Job title:	Business Manager/SLT	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	24 February 2021	Review interval:	Monthly/Sooner if required	Date of next review:	22 March 2021

Related documents	
Trust/Local Authority documents:	Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications https://www.gov.uk/government/publications/face-coverings-in-education

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	M
	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)	Additional measures /comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening in secondary schools					
1.1 Organisation of ‘bubbles’ in full year groups					
Unintended mixing between year groups will increase the risk of the virus spreading	M	<ul style="list-style-type: none"> There is full compliance with the DfE system control measures set out in the latest government guidance. Each year group is allocated a designated set of rooms/spaces and stays within this area except for specialist teaching (e.g. science, technology, art) or when using the dining room or other shared spaces. All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group. Planning and Schemes of Work are reviewed and revised to minimise the use of shared and specialist facilities by bubbles one after the other and to maximise the use of teacher demonstrations rather than practical activity by pupils. Pupils observe hygiene guidance and wash hands frequently. Teachers moving between groups will comply with social distancing and hygiene guidance. Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). Staggered arrival and leaving times; break times and lunch times. Social distancing is fully observed when small groups of pupils are withdrawn (e.g. for SEND pupils), in Alternative Provision/internal inclusion units and when pupils are in detention. 	Yes	<ul style="list-style-type: none"> All staff and pupils and stakeholders of the school will be reminded to administer good hand hygiene, be it handwashing or the use of hand gel, for at least 20 seconds. Each year group has been assigned a ‘bubble’ of classrooms and also their allocated ‘bubble’ toilets’ A thorough timetable has been introduced from staggered starts to staggered break/lunchtimes and then staggered end of the days. PPE to be provided to staff who require it when working with children where the 2m can not be maintained Whilst wearing a mask is not mandatory, those pupils and staff who want to wear face coverings can do so. Visible posters to be displayed around the school both internally/externally 	L
1.2 Organisation of teaching spaces					
Teaching pupils in full classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> There is full compliance with the DfE system control measures set out in the latest government guidance. Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the ‘catch it, bin it, kill it’ approach. Face coverings are worn in line with current government guidance. 	Yes	<ul style="list-style-type: none"> Class sizes will be no greater than 15 pupils, and less where possible. In line with Government Guidance, all pupils wear 	L

		<ul style="list-style-type: none"> Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents in place. Contact between individuals is minimised and social distancing maintained wherever possible. Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain a 2 metre+ distance from each other, and from children. Pupils are seated side by side and facing forwards, rather than face to face or side on. Unnecessary furniture is moved out of classrooms to make more space. 		<p>face coverings in both communal passages and in classroom settings, this is provided in some instances.</p> <ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for the forward facing of all pupils. Classrooms re-modelled, with chairs and desks in place to allow for social distancing from the teacher. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. Pupils stay in their Bubble and own classrooms and do not mix with other bubbles. 	
The use of shared spaces and specialist classrooms increases the risk of infection between year groups	H	<ul style="list-style-type: none"> Shared spaces and specialist classrooms to be used by one discrete year group at a time. Large and specialist spaces are cleaned and disinfected thoroughly before and after use. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing where possible. 	Yes	<ul style="list-style-type: none"> Pupils enter each room and use hand sanitizer gel. Spray Disinfectant to be used on surface / equipment post use. <ul style="list-style-type: none"> Spray Disinfectant certified to kill surface based Coronaviruses Areas to be well ventilated 	L
1.3 Staffing					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	H	<ul style="list-style-type: none"> A staffing rota for both support and teaching staff is in place to balance the needs of delivery to education and support to those who are in the school This rota is balanced and all staff have been consulted as to who/what/where/why they have being deployed either in/out of school. 	Yes	<ul style="list-style-type: none"> All staff who either considered themselves as at risk had individual risk assessments already and these will be offered to anyone who needs it. 	L

		<ul style="list-style-type: none"> • All staff will be encouraged to teach live lessons from home and only come into school if they cannot teach from home • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. • For vulnerable staff and pupils, concerns are discussed, procedures explained and risk assessments offered. • A pregnancy risk assessment is in place for any pregnant staff. • If the risk assessment brings up any significant issues for pregnant staff who are not in the third trimester then the full range of options will be considered including working from home earlier than 28 weeks. • Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. 		<p>Appropriate localised adaptations have been and will be considered and carried out.</p> <ul style="list-style-type: none"> • A further risk assessment will take place with all existing and newly added 'shielders' • Shielding to continue until 31 March 2021 and HR will work with those affected. • We have an up to date register for those who were shielding and those who identify themselves as part of an 'at risk' group eg. BAME • We have allocated 3 PPA to all staff to ensure they know when they are protected. If staff are absent (non planned) staff may be asked to cover a lesson. This will operate in the usual way: Cover Supervisor, SLT, TLR post holders, teachers,HLTA. This will be reviewed with UNion colleagues after half term to evaluate the impact on workload. 	
1.4 The school day					
<p>The start and end of the school day create risks of contact between discrete year groups</p>	<p>H</p>	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	<p>Yes</p>	<ul style="list-style-type: none"> • We will be operating different entrance/exit points per year group. • Bubbles will use their entrance and exit points at staggered times • All entry points are spread around the perimeter of the school to avoid pinch points/crowding • The staggered timing will also alleviate crowding. 	<p>L</p>

1.5 Planning movement around the school					
Movement around the school risks contact between discrete year groups	H	<ul style="list-style-type: none"> Year group 'bubbles' remain in their home bases for most of their learning. Timetabling avoids more than one year group in circulation at anyone time in the same part of the building. Staff moving between year groups observe social distancing and hygiene procedures at all times. One-way systems are in place where possible. Corridors are divided where feasible. Appropriate signage is in place to clarify circulation routes. Pinchpoints and bottle necks are identified and managed accordingly. Appropriate duty rota and levels of supervision are in place. 	Yes	<ul style="list-style-type: none"> With the exception of Year 10/11, all other year bubbles will remain in their assigned areas. All Year Bubbles have dedicated corridors and stairwells if on the first floor which will lead to an exit into the playgrounds. Corridors will be managed for crowd control. All year groups will be encouraged to wear a face mask when transitioning around the school. 	L
1.6 Curriculum organisation					
Having missed significant face-to-face learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened	H	<ul style="list-style-type: none"> The school has developed and implemented a comprehensive 'catch-up' plan which identifies the learning gap for individual and groups of pupils in terms of curriculum and knowledge. This will include revised schemes of work, prioritised key elements of the curriculum, engagement in the National Tutoring Programme and additional planned intervention programmes. Gaps in learning are assessed and addressed systematically in teachers' planning. Home and remote learning continue and will be calibrated to complement in-school learning and address gaps identified. Middle leaders ensure that exam syllabi are covered. 	Yes	<ul style="list-style-type: none"> SLT to oversee <ul style="list-style-type: none"> Year 11 - RLA Year 8-10 - DAB Year 7 - KEM Year 12-13 GMC 	L
Some learning activities (for example singing, wind and brass playing and some	H	<ul style="list-style-type: none"> Learning activities for which there is a greater risk of infection are identified and relevant staff informed. 	Yes	<ul style="list-style-type: none"> Subject specific risk assessments to be carried out. 	L

Chiswick School Operational Risk Assessment for full school reopening – March 2021

sports) pose increased risks of spreading COVID-19 infection		<ul style="list-style-type: none"> Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. Enrichment activities are reviewed and revised accordingly. 			
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> All school visits are considered on a case by case basis. A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. Measures are taken to ensure that discrete year group bubbles do not mix on school visits. 	Yes	<ul style="list-style-type: none"> Academic Year 20/21 will HAVE no external trips and this will be reviewed pending Govt advice and local risk assessments. 	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. 	Yes	<ul style="list-style-type: none"> Staff Room and Year/Subject Offices have been measured and a 'Max' occupancy number displayed on every door to raise awareness. Staff will be briefed as to the removal of microwave/cutlery/crockery to minimise high contact apparatus. 	L
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	L	<ul style="list-style-type: none"> School calendar for 2020-21 finalised within the context of the latest guidance on full reopening. Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. Staff recruitment for the forthcoming term has been completed. 	Yes		L
Pupils moving on to the next phase in their education do not feel prepared for the transition	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. Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. 	Yes	<ul style="list-style-type: none"> Should a local lockdown occur then; Virtual tours of the school are available for parents and pupils. Online induction days for pupils and parents are planned. 	L

1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions about reopening	L	<ul style="list-style-type: none"> • Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed. 	Yes	<ul style="list-style-type: none"> • Governors are fully up to date via email and Zoom meetings 	L
1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	L	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policy on attendance from September. • Staff, pupils, parents and governors have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> • Policies will be looked at and reviewed ongoing as required throughout Academic year 2020/21 	L
1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications	L	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Yes	<ul style="list-style-type: none"> • Communication strategies/channels are open with all stakeholders with the exception of the RSC 	L

<p>An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements</p>	<p>L</p>	<ul style="list-style-type: none"> • Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. • A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. • Contact records for pupils, parents and staff are kept up to date. • The school's remote learning policy and arrangements for remote learning are published on the school website. 	<p>Yes</p>	<ul style="list-style-type: none"> • Clear communication strategy will be put in place outlining the processes 	<p>L</p>
1.12 Pupil attendance					
<p>Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection</p>	<p>H</p>	<ul style="list-style-type: none"> • Communications with parents reassure them about the safety of full reopening under the latest government guidance. • Dialogue is held with parents who have concerns. 	<p>Yes</p>	<ul style="list-style-type: none"> • Phone calls will be made to those not attending in schools or virtual classes within 1 hour of registers closing 	<p>L</p>
1.13 Staff induction and CPD					
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>L</p>	<ul style="list-style-type: none"> • A revised staff handbook is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • The DfE system control measures set out in the latest government guidance • Organisational arrangements (i.e. year groups operating as 'bubbles') • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	<p>Yes</p>		<p>L</p>
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	<p>L</p>	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting. 	<p>Yes</p>	<ul style="list-style-type: none"> • well established procedures exist and additional information is in the staff CV area 	<p>L</p>

<p>Staff are not equipped or trained to deliver remote learning</p>	<p>L</p>	<ul style="list-style-type: none"> • All staff are inducted in the use of Google Suite. • All staff have equipment to deliver online learning from their classrooms and from their homes. • All staff receive support and training to ensure that pupils learning at home and at school follow the school's curriculum plans. 	<p>Yes</p>	<ul style="list-style-type: none"> • Staff can take/given equipment to aid delivery of live lessons. Please speak to IT 	<p>L</p>
<p>1.14 Free school meals</p>					
<p>Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period</p>	<p>L</p>	<ul style="list-style-type: none"> • A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school. 	<p>/yes</p>	<ul style="list-style-type: none"> • This record is continually updated and maintained in the school office 	<p>L</p>
<p>1.15 Risk assessments</p>					
<p>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.</p>	<p>L</p>	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunchtimes • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used • School trips and visits 	<p>Yes</p>	<ul style="list-style-type: none"> • https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers 	<p>L</p>
<p>1.16 School transport</p>					
<p>Conditions and arrangements on dedicated school transport pose risks to infection control</p>	<p>H</p>	<p>Schools agree with the operators of dedicated school transport the following measures where possible:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible reflecting the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close 	<p>Yes</p>	<ul style="list-style-type: none"> • School Transport is not be used until review • In the event of transport used; <ul style="list-style-type: none"> • Hand sanitizer pre board • Deep clean of fabric • Sneeze protection between driver and students 	

		contact with people outside of their group or who they do not normally meet			
Changes to public bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered 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. Dialogue is held with parents about alternative ways of travelling to and from school, including cycling and walking. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	Yes	<ul style="list-style-type: none"> Staggered times for exits and are replying on public train/bus times to be accurate in order to avoid crowding. At this stage, we have set out times that we expect the children to board as per current timings. 	L
1.17 Responding to cases of COVID-19 and local lockdowns					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	L	<ul style="list-style-type: none"> There is full compliance with the DfE system control measures set out in the latest government guidance. Year group 'bubbles' are kept discrete at all times. The school engages swiftly with NHS Test and Trace if cases are suspected. The Toolkit for confirmed COVID-19 cases in school, including the Action Plan, is followed for all confirmed cases. Advice is sought from Trust/Local Authority/Public Health Teams and appropriate action taken. Close contacts are identified and asked to self-isolate. Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	Yes	<ul style="list-style-type: none"> The school has a clear and coherent approach which will be distributed to staff and pupils. 	L
The school is unprepared for a local lockdown should the rate of infection rise in the area	M	<ul style="list-style-type: none"> There is full compliance with the DfE system control measures set out in the latest government guidance. A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the school closure period are applied to the contingency plan. 	Yes	<ul style="list-style-type: none"> School is prepared to switch to remote teaching / virtual schooling in the event of; <ul style="list-style-type: none"> Local lockdown of London Borough of Hounslow Local lockdown of staff/pupils travelling from areas outside of LBH 	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Public Health England system control measures					

	<ul style="list-style-type: none"> • Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows: <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p style="text-align: right;">In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. <p>2. Face Coverings</p> <ul style="list-style-type: none"> • Current government guidance regarding the wearing of face masks is followed. 		<ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child or adult with symptoms awaiting collection needs to be isolated (an isolation room is ready and equipped) and kept at a distance of 2m from the supervising staff member. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. <p>Face Coverings offered in case of student not having one to hand.</p>	
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		<ul style="list-style-type: none"> ● The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. ● Stock checks and stock control are maintained. <p>6. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> ● Arrangements are in place to limit the number of contacts between pupils and staff. <ul style="list-style-type: none"> ● Individuals are encouraged to maintain social distancing where possible. ● Pupils are organised in year group bubbles. In school, year groups are kept separate from each other. This may involve staggered start and finish times, staggered break times, staggered lunch times. ● Movement around the school by pupils is minimised. Bubbles are allocated home-bases and where possible taught in these classrooms. ● Where it is necessary for pupils to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters. ● The movement of staff between bubbles and around school during the day is minimised. Where possible, double lessons are used to support this. <ul style="list-style-type: none"> ● For each year group, basic equipment (such as pen/ pencil/ eraser/ ruler/ glue stick) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use. ● Arrangements are in place to avoid touching pupils’ mobile phones and to avoid queues forming if they need to collect them from a central point. <i>An approach might be to discourage pupils from bringing mobile phones to school. In the event that a pupil needs a phone – for instance if they travel a distance to school, they are instructed to keep their phone in their bag, switched off, throughout the day.</i> ● Arrangements are in place for pupils to use lockers, safely, without queues forming or bubbles mixing. ● Specific lessons where practical equipment may need to be used, such as in science labs or design technology workshops - These specialist learning spaces are built into cleaning staff rotas to reduce risk of contamination by thorough cleaning between bubbles. Pupils are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble. 		<ul style="list-style-type: none"> ● Pupils are organised in year group bubbles. In school, year groups are kept separate from each other. This may involve staggered start and finish times, staggered break times, staggered lunch times. ● Movement around the school by pupils is minimised. Bubbles are allocated home-bases and where possible taught in these classrooms. ● Where it is necessary for pupils to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters. ● The movement of staff between bubbles and around school during the day is minimised. Where possible, double lessons are used to support this 	
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	<ul style="list-style-type: none"> Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library. The need for staff to take pupils' work away from school is minimised. Pupils' self -assessment of work in books is undertaken where appropriate. Where possible work is completed and assessed online. Work done on paper that requires teacher input/feedback is placed in a plastic box (for the class teacher / subject teacher as appropriate) and retained in school for 48 hours before being marked. <p>7. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> The school continues to maintain and monitor stocks of PPE and has access to supplier lists. Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. <ul style="list-style-type: none"> Gloves and aprons are provided for cleaning staff. Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. Stocks of PPE are regularly monitored and replenished. Staff are referred to the trust PPE guidance document. <p>8. Keeping Occupied spaces well ventilated</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air 		<ul style="list-style-type: none"> The school continues to maintain and monitor stocks of PPE and has access to supplier lists. This will include disposable gloves, aprons, goggles <p>A time plan for opening and closing windows is in place in all classrooms.</p> <ul style="list-style-type: none"> Staff induction for return to school includes information 	
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	<ul style="list-style-type: none"> ● Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) ● Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. <p>9. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> ● The School will carry out Mass Testing for all students returning from March 8, 2021 in line with Government Guidelines. 3 tests will be carried out 3 -5 days apart for all year group 7 through 11 as students are phased back in. ● School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. ● Staff induction for return to school includes information about the NHS Test and Trace process. <p>10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> ● Contact details for local Public Health England team and local authority health and safety team are readily to hand. ● In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g. the Trust, the Local Authority, the DfE/Local Health Protection Team as required). ● A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. ● Use is made of any template letters provided by Public Health England / local authority as directed locally. 		<p>about the NHS Test and Trace process.</p> <ul style="list-style-type: none"> ● Measures are in place via the Track and Trace to let colleagues who potentially have been in contact with someone who has tested positive. ● Full Risk Assessment document for LFT testing has been created and in on the school website and shared with all relevant stakeholders. It will be an appendix to this document and a document in it own right. ● A spreadsheet is maintained to record all staff and pupils who are self-isolating & who have tested positive. These spreadsheets are kept up to date. ● Contact details for local Public Health England team and local authority health and safety team are readily to hand. ● Advice provided by the local health protection team is acted on immediately. 	
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		<ul style="list-style-type: none"> The Toolkit for confirmed COVID-19 cases in school, including the Action Plan, is followed for all confirmed cases. Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required. <p>11. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> Advice provided by the local health protection team is acted on immediately. Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England. 			
2.2 Cleaning					
<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	M	<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. 	Yes	<ul style="list-style-type: none"> The School will double its daily cleaners to 2 across the school day. This will then cover the enhanced cleaning of the washrooms after every break, handrails, door handles, high contact surfaces and the dining halls as well as the external benches between breaks. The after school clean is more rigorous, with more attention to high contact areas, around the door, back of the chair and work surface. Third party contractors has enhanced training and provided COSHH sheets and method statements. Hours have been increased 	Low
2.3 Hygiene and handwashing					

<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p>M</p>	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	<p>Yes</p>	<ul style="list-style-type: none"> An audit has been completed of the antibacterial soaps now introduced in washrooms. Each room in the school has been installed with a manual 1l hand sanitiser dispenser, this will contain a minimum of 73% alcohol gel. The school retains the COSHH sheets for both. A supply has been guaranteed with a third party supplier. 	<p>L</p>
<p>Pupils forget to wash their hands regularly and frequently</p>	<p>H</p>	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	<p>Yes</p>	<ul style="list-style-type: none"> NHS England/PHE posters will be visible around the school. Staff to encourage washing of hands and use of hand gels. 	<p>L</p>
<p>2.4 Clothing/fabric</p>					
<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	<p>H</p>	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	<p>Yes</p>	<ul style="list-style-type: none"> Uniform relaxed for those attending to encourage clean clothes daily. 	<p>L</p>
<p>The use of fabric chairs may increase the risk of the virus spreading</p>	<p>H</p>	<ul style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use. 	<p>Yes</p>	<ul style="list-style-type: none"> Fabric removed in high traffic areas and replaced by vinyl or plastic. Offices where they are single use are still permitted. Fabric Disinfectant has been bought to use across site, where required 	<p>L</p>
<p>2.5 Testing and managing symptoms</p>					
<p>NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils,</p>	<p>H</p>	<ul style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms. 	<p>Yes</p>	<ul style="list-style-type: none"> Chiswick School has the NHS portal for referral. Staff and Parents will be made aware of the process to book a test. 	<p>L</p>

<p>maximise staffing levels and support staff wellbeing</p>		<ul style="list-style-type: none"> Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Staff, parents and pupils are clear that they should <u>self-isolate</u> if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if someone they live with develops coronavirus (COVID-19) symptoms. Post-testing support is available for staff through the school's health provider. 		<ul style="list-style-type: none"> A Track and Trace declaration protocol will be put in place for September 2020 	
<p>Transmissions due to asymptomatic cases put pupils and staff at risk and could result in some transmissions in schools going undetected. This is a particular concern given high transmissibility of new variants.</p>	<p>H</p>	<ul style="list-style-type: none"> In school testing is provided in line with current government guidance. (Scientific evidence indicates that Lateral flow testing will identify new variants of Covid-19). Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details). 		<ul style="list-style-type: none"> Testing has began 5 Jan 2021 	<p>L</p>
<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 NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply in line with the most recent government guidance. 		<ul style="list-style-type: none"> The use of Track and Trace and understanding of the symptoms being experienced will be key. Clear visible signage will be displayed to alert staff/pupils of the risk of transmission and impact. 	<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 has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>Yes</p>	<ul style="list-style-type: none"> Guidance will be shared with these stakeholders continuously. 	<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 has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>Yes</p>		<p>L</p>
2.6 First Aid/Designated Safeguarding Leads					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>		<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 		<ul style="list-style-type: none"> The school maintains a current register of First Aiders and DSL's. 	
2.7 Medical rooms					
<p>Medical rooms are not adequately equipped or configured to maintain infection control</p>	<p>M</p>	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>Yes</p>	<ul style="list-style-type: none"> Students will be asked to wear a face covering if visiting the medical room The area is well ventilated. Staff provided with disposable PPE, Gloves/Goggles/Apron/Gloves/Masks/Visors. Medical Room has been given an isolated flow so pupils can access without going through school to avoid crossing bubbles. Isolation Room identified, D5/D7, ample room, well ventilated. Multiple stations 	<p>L</p>

				<ul style="list-style-type: none"> arranged with social distancing and PPE equipment. 	
2.8 Communication with parents					
<p>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</p>	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks are created and updated. 	Yes	<ul style="list-style-type: none"> Communication has been shared and will be uploaded onto the school website so that it can be continuously kept up to date. 	L
<p>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</p>	M	<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. 	Yes	<ul style="list-style-type: none"> We will communicate with parents/carers to reinforce the importance of testing if symptoms are showing and not to attend school to reduce spread. 	L
2.9 Personal Protective Equipment (PPE)					
<p>Provision of PPE for staff where required is not in line with government guidelines</p>	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. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Staff are referred to the School PPE guidance document. 	Yes	<ul style="list-style-type: none"> All staff will be provided with a visor and two washable face masks at the start of the academic year. Staff on duties will be encouraged to wear PPE as the 2m rule may be difficult to adhere as well as carrying gloves. PPE will be provided to those staff working where 2m cannot be maintained. The school maintains a weekly record of stock and replenishment. All staff will be encouraged to use hand sanitisers located in every school room. 	L

3. Adopting the new organisational model of discrete year group 'bubbles'					
3.1 Pupil behaviour					
<p>Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete year group 'bubbles'</p>	<p>H</p>	<ul style="list-style-type: none"> ● Clear messaging to pupils on the importance and reasons for operating in year group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. ● Staff continue to model social distancing consistently. ● The movement of pupils around the school is minimised. ● Large gatherings are avoided. ● Break times and lunch times are structured to avoid different year groups coming in to contact with each other and are closely supervised. ● The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. ● Senior leaders monitor areas where there are breaches of the discrete year group 'bubble' model and arrangements are reviewed. ● Messages to parents reinforce the importance of adhering to the new arrangements. ● Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 	<p>Yes</p>	<ul style="list-style-type: none"> ● A new behaviour policy for 2020/21 will be introduced outlining code of conduct for pupil behaviour. ● Pupils will be reminded of the 'no touch' rule towards staff and pupils. ● Teacher will have clear 2m safety zone at the front of the class room. ● Visible wall/floor signage will remind pupils of social distancing. 	<p>L</p>
3.2 Classrooms and teaching spaces					
<p>The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> ● All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows. ● All furniture not in use has been removed from classrooms and teaching spaces. ● Arrangements are reviewed regularly. ● Window Policy to keep windows open as much as possible, for ventilation, windows to be open, if weather allows, if not, then across 2 parts of each lesson. 	<p>Yes</p>	<ul style="list-style-type: none"> ● All classrooms desks have been arranged to be forward facing. ● All classrooms will have a 2m safety zone marked out for the teacher, this will be visible to students. ● The first row of desks will then start 1m away from this 2m zone. ● Class sizes adjusted for social distancing. ● All windows can open for ventilation 	<p>L</p>

				<ul style="list-style-type: none"> Hand sanitizer dispenser installed on entry in every classroom.. 	
3.3 Specialist learning spaces					
<p>The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection between different year group bubbles</p>	H	<ul style="list-style-type: none"> The learning space and equipment are thoroughly disinfected before a new bubble enters. Schemes of work are reviewed to minimise the use of specialist learning spaces by different bubbles in succession. Teachers' planning is reviewed to maximise the use of teacher demonstration rather than pupil practicals. 	Yes	<ul style="list-style-type: none"> Spray Disinfectant to be provided to sanitise after every use Hand Sanitiser on Entry 	L
3.4 Shared spaces					
<p>The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing</p>	H	<ul style="list-style-type: none"> No more than one year group is scheduled to occupy a shared space at any one time. Shared spaces are cleaned after use. 	Yes	<ul style="list-style-type: none"> Lunches will be staggered and split between 2 dining areas. <ul style="list-style-type: none"> Year 7 - 1230 Year 8 - 1230 Year 9 - 1230 Year 10 - 1330 Year 11 - 1330 Each Year group will use either the main dining hall or the cafe dining facility. Each Year Group will use different entrance points. Cleaners will go in between year groups to clean. 	L
3.5 Alternative provision, inclusion centres, withdrawal of pupils to small groups and detentions					

<p>The use of spaces for AP/inclusion/withdrawal of pupils/ detentions risks the spread of infection</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing is fully observed in spaces where small groups of pupils are brought together for a specific purpose. • Spaces are cleaned after use. 	<p>Yes</p>	<ul style="list-style-type: none"> • Any student removed during the day will go to the Year Base area and will be told to use hand gel on entry 	<p>L</p>
3.6 Movement in corridors					
<p>The discrete year group 'bubble' arrangements are breached when pupils circulate in corridors</p>	<p>H</p>	<ul style="list-style-type: none"> • Home base/year group bubble arrangements are in place. • The use of shared/specialist learning spaces is timetabled to avoid different year groups coming in to contact with each other. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • Appropriate supervision levels are in place. 	<p>Yes</p>	<ul style="list-style-type: none"> • Each year bubble will be supported by directional signage where possible. • Students and staff permitted to wear masks 	<p>L</p>
3.7 Break times					
<p>Year groups may mix at break times</p>	<p>H</p>	<ul style="list-style-type: none"> • Break times are staggered. • Pupils are kept within their assigned 'bubbles' during social times. • External areas are designated for different groups. • Pupils are reminded about staying in their assigned 'bubbles' as break times begin. • Appropriate signage is in place around the school and in key areas. • Supervision levels have been enhanced. 	<p>Yes</p>	<ul style="list-style-type: none"> • Break times are staggered and each year group will have their own recreation area. • Benches will be cleaned between breaks. • Pupils will be encouraged to keep grouping to a minimum. • Visible 'A Frame' signage will remind them of social distancing rules and code of conduct. 	<p>L</p>
3.8 Lunch times					
<p>Year groups may mix at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> • Lunch times are staggered. • Pupils are reminded about staying in their assigned bubbles as lunch times begin. • Pupils wash their hands before and after eating. • Dining areas are cleaned before and after each year group has used them. 	<p>Yes</p>	<ul style="list-style-type: none"> • Lunches will be staggered and split between 2 dining areas. <ul style="list-style-type: none"> • Year 7 - 1230 • Year 8 - 1230 • Year 9 - 1230 	<p>L</p>

		<ul style="list-style-type: none"> • Tables and chairs have been cordoned off where necessary. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Pupils eat lunch with others in their bubble. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 		<ul style="list-style-type: none"> • Year 10 - 1330 • Year 11 - 1330 • Each Year group will use either the main dining hall with their own spacing and social distancing. • Each Year Group will use their own tables. • Cleaners will go in between year groups to clean. 	
3.9 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete year group 'bubbles'	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 are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands. 	Yes	<ul style="list-style-type: none"> • Each bubble will have their own allocated toilets • Signage of good hygiene practice • Toilets will be open all day to reduce crowding • Toilets will be cleaned 3 times/day and time signed on the door reverse. 	L
3.10 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> • The medical room will have limited access for multiple cross bubbles in order to reach the facility. • The area is well ventilated. • Staff provided with disposable PPE, Gloves/Goggles/Apron/Gloves/Masks/Visors. • Isolation Room identified, D5/D7, ample room, well 	L

				ventilated. Multiple stations arranged with social distancing and PPE equipment.	
3.11 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	<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. 	Yes	<ul style="list-style-type: none"> • Fabric Seats to be removed • Sneeze Guard installed at reception • 2m aware signs and distancing • visitors by appointment only and pre-signed visitor protocol 	L
3.12 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different year groups mixing	H	<ul style="list-style-type: none"> • Start and finish times are staggered for each discrete year group 'bubble'. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	<ul style="list-style-type: none"> • Continuous communication to stakeholders • School presence and reminders at entry/exit points 	L

3.13 Transport					
The use of designated school transport and public transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> • Agreement has been reached with companies operating designated school transport on the optimum arrangements possible to minimise the risk of spreading the virus. • Revised guidance is in place for pupils and parents on the new arrangements for pupils travelling on designated school transport, including advice on the use of face coverings if pupils are travelling with children other than from their own 'bubble'. • Discussions have been held with the relevant public transport authority, with the local authority and with bus companies on whether journey times can be staggered to avoid peak times. • Other ways for pupils to travel to and from school, such as walking and cycling, have been explored with parents. • Face coverings are worn where required. 	Yes	<ul style="list-style-type: none"> • Face Coverings to be worn • Students to carry hand sanitiser • Students to wash hands/use hand gel on entry to school grounds • Reminded not to touch face 	H
3.14 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 opening to allow for social distancing between staff. • Staff are briefed about the limitations to use of staff rooms. 	Yes	<ul style="list-style-type: none"> • Staff Room and Year/Subject Offices have been measured and a 'Max' occupancy number displayed on every door to raise awareness. • Staff will be briefed during INSET as to the removal of microwave/cutlery/crockery to minimise high contact apparatus. 	L

4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so	H	<ul style="list-style-type: none"> Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. The register of pupils with underlying health conditions is regularly updated. For clinically extremely vulnerable pupils, and clinically vulnerable pupils, concerns are discussed, procedures explained and risk assessments are offered/ reviewed. All extremely vulnerable pupils in Tier 4 areas are advised not to attend school. 	Yes	<ul style="list-style-type: none"> 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 register of pupils with underlying health conditions is regularly updated. Student Services are conducting individual risk assessments with students in this category 	L
4.2 Staff with underlying health issues					
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	H	<ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically 	Yes	<ul style="list-style-type: none"> Following government guidelines all staff are expected to work from home if they can Staff with underlying health issues have been provided with updated guidance and individual Risk Assessments have been held with all those staff members. 	L

		<p>vulnerable and clinically extremely vulnerable as set out in the latest government guidance.</p> <ul style="list-style-type: none"> For clinically extremely vulnerable and clinically vulnerable staff, concerns are discussed, procedures explained and risk assessments offered. Current government guidance is being applied. All clinically extremely vulnerable members of staff in Tier 4 areas are advised not to attend school. 		<ul style="list-style-type: none"> Anyone wishing to identify themselves as high risk will be issued with an identifier. All members of staff with underlying health issues, those within vulnerable groups or those who had been shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. 	
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
<p>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	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. 	Yes	<ul style="list-style-type: none"> There are sufficient numbers of trained mental first aiders available to support pupils with mental health issues. 	L
5.2 Mental health concerns – staff					
<p>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</p>	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 have been signposted to useful websites and resources. Wellbeing checks carried out by HR 	Yes	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Staff are encouraged to inform HR of any issues relating to their mental or physical health so the school is able to react quickly to any changes that need to be made to further support these colleagues. 	L

				<ul style="list-style-type: none"> ● Staff surveys have been used to gauge wellbeing and subsequent offer of support ● Mental First Aiders and an external support agency are at hand for anyone who needs it. ● Staff are able to access mental health specialist support in extreme circumstances ● Staff have access to Validium 	
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> ● The school has access to trained staff who can deliver bereavement counselling and support. ● Support is requested from other organisations when necessary. 	Yes	<ul style="list-style-type: none"> ● Access to Bereavement counselling and support is in place. ● Weekly strategy meeting to include an update of any bereavement known. 	L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> ● Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ● Pupils operating in discrete year group 'bubbles' ● Staff moving between discrete year group 'bubbles' ● Staff and pupils have been briefed on any new evacuation procedures. ● Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	<ul style="list-style-type: none"> ● Year Group bubbles will exit via the nearest staircase to their allocated corridor. ● Teachers/Wardens will aim to keep distancing/mixing with other bubbles at pinch points, ie bottom of stairs to a minimum. ● All classes will line up with a minimum of 2m between each line. 	L

				<ul style="list-style-type: none"> Staff to be trained at September INSET. Areas marked out and staff made aware for line ups. 	
Fire evacuation drills - unable to apply social distancing effectively between discrete year group 'bubbles'	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. 	Yes	<ul style="list-style-type: none"> A fire drill will be carried out within the first 2 weeks and then continue to termly, the commentary of this evac will be filed and also reported to Health and Safety Trustee. 	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	L	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	<ul style="list-style-type: none"> The school has been operational throughout the pandemic and as result, all systems have been operational. Chiswick School follows a 30 page Health and Safety Compliance guideline issued from the Local Authority, a recent audit has shown the school has excellent management controls. 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> All statutory compliance is up to date. 	Yes	<ul style="list-style-type: none"> All statutory compliance is up to date, LBH Health and Safety auditor has also overseen the paperwork during this time and confirmed this case 	L
6.3 Contractors working on the school site					

<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>L</p>	<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. • Due diligence is carried out prior to any contractors attending the site, and methods statements and risk assessments are obtained and reviewed. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<p>Yes</p>	<ul style="list-style-type: none"> • All contractors will be kept to a minimum. Essential works only. • All will sign a health disclaimer on entry which they will have had sight of earlier during an email. • All works will be carried out with social distance guidelines, and works carried out outside of school times, wherever possible. • Where distance can't be maintained, we will enforce the use of PPE. • We will seek COVID 19 updated risk assessments and method statements prior to entry 	<p>L</p>
<p>7. Finance</p>					
<p>7.1 Costs of the school's response to COVID-19</p>					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>L</p>	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors and LA or trust. 	<p>Yes</p>	<ul style="list-style-type: none"> • Budget 20/21 has a COVID 19 line which is monitored and reported monthly. • Costs have increased as a result in the necessary purchasing of PPE, hand sanitizer gel and also cleaning equipment. 	<p>L</p>
<p>8. Governance</p>					
<p>8.1 Oversight of the governing body</p>					

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>L</p>	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility. 	<p>Yes</p>	<ul style="list-style-type: none"> • Clear strategies and guidance are communicated with the Governing Body as and when required. • Health and Safety Governor is communication with school regularly. 	<p>L</p>
9. 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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