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COVID-19: Operational risk assessment for full secondary school reopening 3

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Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2nd July 2020 as follows:

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Assessment conducted by:	DSO/LEL/ARA	Job title:	SLT	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	25/08/2020	Review interval:	25/08/2020	Date of next review:	To Be Set

Related 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/covid-19-safeguarding-in-schools-colleges-and-other-providers https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications

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 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	• There is full compliance with the 9 PHE 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	• 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	• There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place. • Contact between individuals is minimised and social distancing maintained wherever possible. • Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. • 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.	Yes	• 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.	Medium
The use of shared spaces and specialist classrooms increases the risk of infection between year groups	H	• 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. • Design layout and arrangements in place to enable social distancing.where possible.	Yes	• Pupils enter each room and use hand sanitizer gel. • Spray Disinfectant to be used on surface / equipment post use. ○ 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	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. • Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19).	Yes	• All staff who either considered themselves as at risk had individual risk assessments already and these will be offered to anyone who needs it. Appropriate localised adaptations have been and will be considered and carried out. • We have an up to date register for those who were	L

		● Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work.		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					
The start and end of the school day create risks of contact between discrete year groups		● 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.	Yes	● 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.	
1.5 Planning movement around the school					

Movement around the school risks contact between discrete year groups	High	• 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	• 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.	Low
1.6 Curriculum organisation					
Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened	M	• The school develops and implements a comprehensive'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. • Gaps in learning will be assessed and addressed systematically in teachers' planning. • Home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified. • Middle leaders will ensure that exam syllabi are covered.	Yes	• SLT to oversee o Year 11 - RLA ○ Year 8-10 - DAB ○ Year 7 - KEM ○ Year 12-13 GMC	Low
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	H	• Learning activities for which there is a greater risk of infection are identified and relevant staff informed. • Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. • Enrichment activities are reviewed and revised accordingly.		Subject specific risk assessments to be carried out.	L
The resumption of non-overnight school visits poses risks to infection control	High	• 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	• Academic Year 20/21 will begin with no external trips and this will be reviewed pending Govt advice and local risk assessments.	Low

1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	High	• 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	• 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.	Low
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	L	• School calendar for 2020-21finalised 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 September 2020 completed.	Yes	•	L
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	• 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.	Yes	• 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
1.9Governance and policy					
Governors are not fully informed or involved in making key decisions about reopening	L	• 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	• Governors are fully up to date via email and Zoom meetings	L
1.10Policy 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	• 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	• All policies will be looked at and reviewed for the start of Academic year 2020/21	L
1.11Communication strategy					

Key stakeholders are not fully informed about the plans for reopening and their implications	L	• Communications strategies for the following groups are in place:
		  • Staff
		  • Pupils
		  • Parents
		  • Governors/Trustees
		  • Local authority
		  • Regional Schools Commissioner
		  • Professional associations
		  • Other partners
			Yes	• Communication strategies/channels are open with all stakeholders with the exception of the RSC	L

An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements	L	• 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.	Yes	• Clear communication strategy will be put in place outlining the processes in the event of a local lockdown.	L
1.12 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	H	• Communications with parents reassure them about the safety of full reopening under the latest government guidance. • Dialogue is held with parents who have concerns.	Yes	• INSET training is set for September 2020, developed by SLT covering all matters. • Staff record of attendance will be taken	L
1.13Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	L	• A revised staff guidence is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include:	Yes	• A revised return to school staff guidence will be issued	L

		• The 9 PHE 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		to all staff during the first week of reopening.	
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	• Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff guidence is issued to all new staff prior to them starting.	Yes	• well established procedures exist and additional information is in the staff CV area.	L
1.14Free school meals					
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period	L	• 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.	Yes	• This record is continually updated and maintained in the school office	L
1.15Risk 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.	L	• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: • 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	Yes	• https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	L
1.16School transport					
Conditions and arrangements on dedicated school transport pose risks to infection control	H	Schools agree with the operators of dedicated school transport the following measures where possible: • 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 contact with people outside of their group or who they do not normally meet	Yes	• School Transport is not be be used until review • In the event of transport used; ○ Hand sanitizer pre board ○ Deep clean of fabric ○ Sneeze protection between driver and students	L
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	• 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	• At present we are planning 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. • We have approached the bus provider and they cannot guarantee that we would have a steady stream of buses at the times that the children leave.	M/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	• There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Year group 'bubbles' are kept discrete at all times. • The local health protection team is contacted immediately for advice • The school engages swiftly with NHS Test and Trace if cases are suspected. • Appropriate action is taken once advised by the local health protection team – this may mean that year group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. • Arrangements are in place for home and remote learning for pupils who are required to self-isolate.	Yes	• 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	• There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems)are ready to be reactivated. • Lessons learnt during the school closure period are applied to the contingency plan.	Y	• The School is prepared to switch to remote teaching / virtual schooling in the event of; ○ Local lockdown of London Borough of Hounslow ○ Local lockdown of staff/pupils traveling 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					
		• Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: 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** 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:	Yes	• Anyone with symptoms must remain at home and self-isolate for 7 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	

		● 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 withsymptoms 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). In addition: ● 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. 2. **Clean hands thoroughly more often than usual** ● It is defined which bubbles are using which toilets and sinks. ● A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. ● Handwashing routines are re-taught to pupils using suitable video. ● Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. 3. **Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach** ● A schedule for bins to be emptied / disinfected is in place and is adhered to. ● Pupils using public transport are reminded of the need to wear face coverings/masks. ● A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport.		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. ● Handwashing / sanitising is scheduled into the school day. It takes place **as a minimum**: when pupils, staff or visitors enter the school; when pupils enter their classroom; at break; before and after lunch; before leaving school; whenever the toilet is used. ● 120 sneeze bins have been placed across the school. ● Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and displayed around the school, particularly by washbasins/ toilets and at entry/exit points.	

		4. **Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach** ● 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. 5. **Minimise contact between individuals and maintain social distancing wherever possible** . ● 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. *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.* ● 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. ● 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		● The location of bins around the school is checked on, and more are ordered if necessary. ● The business manager ensures delivery of the induction package to site/clean staff so they fully understand their role in preventing the spread of coronavirus. ● 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	

		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. 6. **Where necessary, wear appropriate personal protective equipment (PPE)** ● Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. ● Gloves and aprons are provided for cleaning staff. ● Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. ● Stocks of PPE are regularly monitored and replenished 7. **Engage with the NHS Test and Trace process** ● 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. 8. **Manage confirmed cases of coronavirus (COVID-19) amongst the school community** ● A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. ● Use is made of any template letters provided by Public Health England / local authority as directed locally.		● The school continues to maintain and monitor stocks of PPE and has access to supplier lists. ● This will include disposable gloves, aprons, goggles ● Staff induction for return to school includes information about the NHS Test and Trace process. ● Measures are in place via the Track and Trace to let colleagues who potentially have been in contact with someone who has tested positive. ● A spreadsheet is maintained to record all staff and pupils who are self-isolating & who have tested positive. These spreadsheets are kept up to date. ● Contact details for local Public Health England team and local authority health and safety team are readily to hand.	

		9. **Contain any outbreak by following local health protection team advice** ● Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.		● Advice provided by the local health protection team is acted on immediately.	
2.2 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	Medium	● 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	● 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.	Low
2.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	Medium	● 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.	Yes	● 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 70% alcohol gel. The school retains the COSHH	Low

				sheets for both. A supply has been guaranteed with a third party supplier.	
Pupils forget to wash their hands regularly and frequently	High	• 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.	Yes	• NHS England/PHE posters will be visible around the school. • Staff to encourage washing of hands and use of hand gels.	Medium
2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	• 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.	Yes	• All students are to attend in full school uniform. The Chiswick School uniform Policy which enforces high expectations.	M/L
The use of fabric chairs may increase the risk of the virus spreading	M	• Fabric chairs are taken out of use where possible. • Where that is not possible, chairs are limited to single person use.	Yes	• Fabric removed in high traffic areas and replaced by vinyl or plastic. • Offices where they are single use are still permitted.	L
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing	H	• Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. • Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. • Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. • Staff, parents and pupils are clear that they should self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). • Post-testing support is available for staff through the school's health provider.	Y	• Staff are aware and will be made further aware during September INSET. • Chiswick School has the NHS portal for referral. • Staff and Parents will be made aware of the process to book a test. • A Track and Trace declaration protocol will be put in place for September 2020	L

Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	• Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply in line with the most recent government guidance. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.	Yes	• 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.	M
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	H	• 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.	Yes	• Letters have been shared with Parents, informing them of key information and changes for their children to return.	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	• 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.	Yes	• Guidance will be shared with these stakeholders continuously.	L
2.6 First Aid/Designated Safeguarding Leads					

The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	Low	• 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.	Yes	• The school maintains a current register of First Aiders and DSL's.	Low
2.7 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	Medium	• 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	• 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 a new entrance so pupils can access without going through school to avoid crossing bubbles. • Isolation Room identified, D5/D7, ample room, well ventilated. Multiple stations arranged with social distancing and PPE equipment.	Low
2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	• 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 guidences are created and updated.	Yes	• Communication has been shared and will be uploaded onto the school website so that it can be continuously kept up to date.	L
Parents and carers may not fully understand their responsibilities should a	H	• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	Yes	• We will communicate with parents/carers to reinforce the importance of testing if symptoms are showing and	M

child show symptoms of COVID-19				not to attend school to reduce spread.	
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	High	• 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.	Yes	• 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.	Low
3. Adopting the new organisational model of discrete year group 'bubbles'					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete year group 'bubbles'		• 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.	Yes	• 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.	

		• 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.			
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	High	• 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.	Yes	• 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 • Hand sanitizer dispenser installed on entry in every classroom..	Low
3.3 Specialist learning spaces					
The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection between different year group bubbles	H	• 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	• Spray Disinfectant to be provided to sanitise after every use • Hand Sanitiser on Entry	L
3.4 Shared spaces					

The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing	High	• No more than one year group is scheduled to occupy a shared space at any one time.
		• Shared spaces are cleaned after use.
			Yes	• Lunches will be staggered and split between 2 dining areas.
				  ○ Year 7 - 1215
				  ○ Year 8 - 1230
				  ○ Year 9 - 1230
					Low

				○ 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.	
3.5 Alternative provision, inclusion centres, withdrawal of pupils to small groups and detentions					
The use of spaces for AP/inclusion/withdrawal of pupils/ detentions risks the spread of infection	High	● Social distancing is fully observed in spaces where small groups of pupils are brought together for a specific purpose. ● Spaces are cleaned after use.	Yes	● Any student removed during the day will go to the Year Base area and will be told to use hand gel on entry.	Low
3.6 Movement in corridors					
The discrete year group 'bubble' arrangements are breached when pupils circulate in corridors	L	● 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.	Yes	● Each year bubble will be supported by directional signage where possible. ● Students and staff permitted to wear masks	Low
3.7 Break times					
Year groups may mix at break times	High	● 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.	Yes	● 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.	Low

3.8Lunch times					

Year groups may mix at lunch times	High	• 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.
		• 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).
			Yes	• Lunches will be staggered and split between 2 dining areas.
				  ○ Year 7 - 1215
				  ○ 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.
					Low

3.9 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete year group 'bubbles'	High	• 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. 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	• 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.	Low
3.10. Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	M	• 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	• The medical room will have its own external entrance which will mean that students do not need to cross bubbles in order to reach the facility.	L

				• The area is well ventilated. • Staff provided with disposable PPE, Gloves/Goggles/Apron/Gloves/Masks/Visors. • Isolation Room identified, D5/D7, ample room, well 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	• 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	• 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	M	• 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	• Continuous communication to stakeholders • School presence and reminders at entry/exit points	M
3.13 Transport					
The use of designated school transport and public transport by pupils poses risks in terms of social distancing	High	• 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'.	Yes	• 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	High

		• 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.			
3.14 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	High	• 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	• 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.	Low
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	• 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. • 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. • Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments.	Yes	• 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	ML
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	M	• Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. • Current government guidance is being applied.	Yes	• Following government guidelines all staff are expected to attend work unless they are signed off sick. . • Staff with underlying health issues have been provided with updated guidance and individual RIsk Assessments have been held with all those staff members. • 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.	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	• 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	• There are sufficient numbers of trained mental first raiders available to support pupils with mental health issues. • Year 7 and 8 curriculum adapted to teach mental well health	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	• 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.	Yes	• 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. • Staff surveys have been used to gage 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	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	• The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary.	Yes	• 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	High	• Fire procedures have been reviewed and revised where required, due to:
		  • 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	• 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.
				• Staff to be trained at September INSET.
				• Areas marked out and staff made aware for line ups.
					Low

Fire evacuation drills - unable to apply social distancing effectively between discrete year group 'bubbles'	High	• Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary.	Yes	• 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.	M/L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	Low	• Government guidance is being implemented where appropriate. • All systems have been recommissioned.	Yes	• 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.	Low
Statutory compliance has not been completed due to the availability of contractors during lockdown	Low	• 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.	Yes	• All statutory compliance is up to date, LBH Health and Safety auditor has also overseen the paperwork during this time and confirmed this case.	Low

6.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	Medium	• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).	Yes	• 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.	Low
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	Low	• 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.	Yes	• Costs have increased as a result in the necessary purchasing of PPE, hand sanitizer gel and also cleaning equipment. • A new COVID budget line will be introduced for 20/21	Low
8. Governance					

8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	Low	• 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 Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Yes	• Clear strategies and guidance are communicated with the Governing Body as and when required.	Low
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					
		•		•	
		•		•	
		•		•	
		•		•	

NEU/GMB/UNISON/Unite September 2020 Reopening Checklist:

The below should be read in conjunction with the school's risk assessment which gives further detail in how the school System of Controls are in line with government guidelines on prevention and control.

1. **Has your school met its legal requirement to update its risk assessments to include additional/revised control measures needed for a return to full opening in September?**

In Process and to be completed by end of wb 24 August 2020.

2. **Has your school adopted satisfactory control measures to minimise contact with those who are unwell?**

Yes (no-one is to come on site with symptoms/visitors have to sign an agreement prior to visit/isolation room in place)

3. **Has your school adopted satisfactory control measures to clean hands more often than usual?**

Yes (cleaning stations at all entry points and classrooms/posters and education/role modelling)

4. **Has your school adopted satisfactory control measures to ensure good respiratory hygiene?**

Yes (catch it, bin it, kill it messages, tissues/safety bins in place)

5. **Has your school adopted satisfactory control measures to introduce enhanced cleaning including for frequently touched surfaces?**

Yes (new cleaning regime throughout the day, before and after school)

6. Has your school adopted satisfactory control measures for wearing PPE?

Yes (clarity on PPE mandatory areas and PPE supplied to every staff member)

7. Has your school adopted satisfactory control measures to engage with the NHS Test & Trace process?

Yes (the school is signed up to test and trace and all staff will have clear guidelines on testing etc)

8. Has your school adopted satisfactory control measures to manage confirmed COVID-19 cases in the school community?

Yes (the school follows government and Health England guidelines in reporting)

9. Has your school adopted satisfactory control measures to contain any outbreak by following local health protection team advice?

Yes (the school follows all Government and Health England guidelines)

10. Has your school adopted satisfactory control measures for social distancing when grouping students?

Yes (all classrooms, play areas, lunch arrangements etc are in line with government guidelines)

11. Has your school adopted satisfactory control measures for social distancing within the classroom?

Yes (all classrooms, play areas, lunch arrangements etc are in line with government guidelines)

12. Has your school adopted satisfactory control measures for social distancing elsewhere in the school?

Yes (all areas are clearly identified by capacity)

13. Has your school adopted satisfactory control measures for social distancing on arrival and departure?

Yes (various entry points, staggered arrival and leaving time)

14. Has your school made satisfactory plans to address vulnerable and higher risk individuals?

Yes (individual risk assessment have taken place by any staff member who was in a vulnerable group and anyone who wanted one – further offers of individual RI have been made)

15. Has your school made satisfactory plans to address well-being and workload?

Yes (this was already in place)

16. Has your school made satisfactory plans for dedicated school transport including statutory provision?

N/A

17. Has your school made satisfactory plans for wider public transport?

The school has been in liaison with TFL but have failed to get their commitment to additional buses etc. However, the school has staggered leaving times and will direct students to use different carriages.

18. Has your school made satisfactory plans for student attendance?

yes

19. Has your school made satisfactory plans for educational visits?

Yes (there will be no educational visits for the foreseeable future)

20. Has your school made satisfactory plans for school uniform policy in order to make it easier for everyone to wear clean clothes?

Yes (expectations have been made clear)

21. Has your school made satisfactory plans for extra-curricular provision?

Yes

22. Has your school made satisfactory plans to address curriculum expectations?

Yes

23. Has your school reviewed its behaviour policy and pastoral systems to make them relevant and appropriate for the Coronavirus period?

yes

24. Has your school made satisfactory plans to address assessment and accountability?

Yes

25. Has your school made satisfactory contingency plans for responding to Covid-19 outbreaks?

yes