

# COVID-19: Operational risk assessment for school reopening – September 2021

Reviewed 31/12/2021 04/01/2022

Please note: this risk assessment has been undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11<sup>th</sup> May 2020 and the Guidance on safe working in education as follows:

[Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#)

A dynamic risk assessment will be undertaken as and when required, based on case numbers or staffing requirements.

Assessment conducted by:	MEL (supported by PRG/CSF)	Job title:	Head Teacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	4 <sup>th</sup> January 2022	Review interval:	Half termly (or following significant guidance changes – dynamic risk assessment will routinely be undertaken)	Date of next review:	31.01.2022 – or sooner if context requires

## Related documents

### Trust/Local Authority documents:

### Government guidance:

- [Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)
  - [Actions for schools during the coronavirus outbreak](#)
  - [COVID-19: cleaning in non-healthcare settings](#)
  - [Face coverings in education](#)
  - [Coronavirus \(COVID-19\) asymptomatic testing in schools and colleges2](#)
- Obsolete links have been removed

## 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)
<b>1. Establishing a systematic process of full opening, including social distancing</b>					
<b>1.1 Organisation of physical teaching spaces and movement around the corridors</b>					
Large spaces usage	L	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching or during down times</li> <li>Full staff meetings will be held virtually and large gatherings limited</li> <li>Design layout and arrangements in place to enable social distancing.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Assemblies will be held in Year Group bubbles.</li> </ul>	L
<b>1.2 Availability of staff and class sizes</b>					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning (if applicable)	M	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>All staff who are clinically extremely vulnerable or vulnerable are guided re work practices in accordance with current relevant guidance.</li> <li>Full use is made of those staff who are self-isolating or shielding but who are well enough to prepare lessons and work online <u>should lockdown be resumed</u></li> <li>A blended model of home learning and attendance at school is utilised until staffing levels improve or there are changes to government guidelines especially <u>should lockdown be resumed</u></li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Relevant staff have personalised risk assessment - undertaken by SLT and these are reviewed and updated as appropriate (at least termly). T&amp;L staff reviewed by CSF; Support staff also reviewed by CSF</li> <li>Adaptations to this risk assessment will be in response to centralised shielding instructions, as the government releases information</li> </ul>	L
<b>1.3 Planning movement around the school</b>					
Movement around the school risks larger transmission rates	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Corridors are divided where feasible.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Lesson change overs are monitored to avoid overcrowding and social distancing as they move around.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Visible guidelines about social distancing are in all public areas and, where appropriate, in classrooms.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li><b>Pinch points identified and one way system implemented:</b> <ul style="list-style-type: none"> <li>- IT stairs</li> <li>- Well area, staged area, chapel area</li> </ul> </li> <li><b>Toilets:</b> <ul style="list-style-type: none"> <li>- Students to use toilets during break and lunch time</li> <li>- Students to use specific toilets assigned to their year group</li> </ul> </li> <li><b>Student Services:</b> <ul style="list-style-type: none"> <li>- Student services - 2m distancing and face protection available for staff member at front desk, full PPE is provided for those dealing with first aid incidents</li> </ul> </li> <li><b>Canteen:</b> <ul style="list-style-type: none"> <li>- 2m distancing and face covers for till staff if access to the canteen is required</li> </ul> </li> </ul>	M/L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> <li>- Canteen usage limited to specific year groups at specified time, student to line up outside in bubble areas.</li> <li>- Students to wear masks when queuing and until they commence eating</li> <li>• Staff are asked to use face visors if they are wearing PPE in class</li> <li>• <b>Classroom:</b> <ul style="list-style-type: none"> <li>- Each classroom has an exclusion cordon</li> <li>- Following government updates and guidance, teacher's should remain in exclusion zone when guided</li> <li>- Current government guidance will be followed in relation to wearing of marks</li> </ul> </li> </ul>	
<b>1.4 Curriculum organisation – MWL to populate with T and L team where appropriate</b>					
<p><b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b></p>	M	<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' planning.</li> <li>• <u>Should lockdown be resumed</u>, home and remote learning is continuing and is calibrated to complement in-school learning and addressing gaps identified.</li> <li>• Exam syllabi are covered.</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Ongoing	<p><b><u>Should lockdown be resumed</u></b></p> <ul style="list-style-type: none"> <li>• Remote learning will continue to be provided using the Microsoft Teams which is being used to deliver live lessons.</li> <li>• HoFs monitor work being provided to maintain curriculum coverage during continued closures</li> <li>• Students who are not responding to set work are referred to the pastoral team for monitoring and contact when needed</li> <li>• In-school provision will follow the same format as of student working from home <ul style="list-style-type: none"> <li>○ Students working in year group bubbles in the same ICT room per group per day, supervised by staff on a rota</li> <li>○ Toilets on the ICT room floor will be open for these student bubbles and year groups will be allocated one cubicle each</li> <li>○ Students will sign in on arrival</li> <li>○ Students will undertake a Lateral Flow Test as per government guidance, if consent is given</li> <li>○ Students can choose to wear a mask whilst in a classroom</li> </ul> </li> </ul>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> <li>○ Students can choose to wear masks if moving around the building to access break/lunch time facilities</li> <li>● Ofqual and exam guidance is being followed as published and consulted on at Government level</li> </ul> <p><b>Assuming return of whole school</b></p> <ul style="list-style-type: none"> <li>● Curriculum adaptations to take place following PLCs of student knowledge and skills.</li> <li>● Formative assessment only during first half term (MH/wellbeing)</li> </ul>	
<b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b>	M	<ul style="list-style-type: none"> <li>● A plan is in place for the school to speak with pupils and their parents about the next stage in their education and resolve any issues.</li> <li>● 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.</li> <li>● Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>● Virtual tours of the school are available for parents and pupils.</li> <li>● Induction and transition is planned in accordance with LA guidelines.</li> </ul>	Ongoing	<p>Year 6 transition and induction:</p> <ul style="list-style-type: none"> <li>● SLT undertaking in person tours (limited numbers) as part of transition and induction, planned with other schools in LA</li> <li>● Physical induction of Yr 7 delayed until start of Sept</li> <li>● Open evening events – as determined by LA and in accordance with local school agreements</li> </ul> <p><b>Transition for post-16</b></p> <ul style="list-style-type: none"> <li>● PSHE lessons support college applications</li> <li>● Evening events in which students meet post16 providers are run</li> <li>● Work experience has been undertaken for a range of job roles</li> </ul>	
<b>1.5 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>● Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing where staff choose to adhere to this.</li> </ul>	Yes and ongoing	<ul style="list-style-type: none"> <li>● Offices are single use or utilise social distancing except for HOY offices. Offices will be cleaned every night.</li> </ul>	M
<b>1.6 Governance and policy</b>					

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)
<p><b>Governors are not fully informed or involved in making key decisions</b></p> <p><b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b></p>	L	<ul style="list-style-type: none"> <li>The governing body continues to meet regularly via online platforms <b>(should lockdown be resumed)</b></li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Head'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.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Chair of governors briefed regarding this risk assessment by <b>MEL prior to the start of term</b></li> <li>Risk assessment updates shared with governors</li> <li>Govs regularly updated by email (<b>PW liaising with MEL</b>)</li> <li><b>H&amp;S governor</b> experienced at completing RAs</li> <li>Parent correspondence shared with governors</li> <li><b>CoG</b> has completed Governors For Schools 'Planning Ahead During Covid-19' webinar</li> <li>DfE and WSCC guidance circulated to all governors by clerk</li> <li><b>CoG</b> uses The Key and NGA to bolster WSCC/DfE guidance as do the SLT</li> </ul>	L
<b>1.7 Policy review</b>					
<p><b>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</b></p>	M	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>PRG reviewing Safeguarding – completed Sept 2021</li> <li>Bereavement – Up to date</li> <li>CP procedures – Yes</li> <li>Health and Safety – Ongoing as live document (CSF)</li> <li>Staff to receive policies and Risk Assessments electronically (as well as governors)</li> <li>All policies available on K drive</li> <li>Fire and Medical – currently being updated</li> </ul>	L
<b>1.8 Communication strategy</b>					
<p><b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b></p>	M	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Yes and ongoing	<ul style="list-style-type: none"> <li>Communication tree in place</li> <li>2 x staff development days planned in January 21 to inform staff of operational/strategic developments</li> <li>SLT/ELT meet at least weekly</li> <li>Faculty and LM meetings are happening at least fortnightly</li> <li><b>MEL or PRG</b> to attend weekly briefings and meetings with local Headteachers and county Headteachers</li> <li><b>SLT</b> and governors receive LA communications as appropriate</li> <li><b>Parents and staff</b> aware of CP email</li> </ul>	L
<b>1.9 Staff induction and CPD (start of term and beyond)</b>					

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)
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> <li>• Use of PPE for those in medical situation</li> </ul> </li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• CPD is to be updated for all current staff – H and S, Safeguarding -wise etc...</li> <li>• CPD records are up to date shared with staff</li> <li>• Staff informed by this risk assessment and CPD sessions of expectations and new procedures</li> <li>• <b>Key staff are aware of where PPE is kept</b> (student services in the back room)</li> </ul>	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>• The revised staff handbook is issued to all new on first day of Autumn term</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Induction and handbook is in place. Handbook is on O365 Teams</li> <li>• Induction will include COVID 19 updates</li> </ul>	L
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning – MWL and PRG oversee in conjunction with CSF and premises team</b>					
Cleaning capacity is reduced so that cleaning is not undertaken to the standards required	M	<ul style="list-style-type: none"> <li>• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>• Working hours for cleaning staff are increased.</li> </ul>	Yes and ongoing	<ul style="list-style-type: none"> <li>• Deep cleaning of whole school at key points (as agreed in conjunction with CSF and CFS).</li> <li>• Ongoing cleaning has taken place of areas in use daily</li> <li>• Cleaning throughout the school day takes place by cleaning operative</li> </ul>	L
<b>2.2 Hygiene and hand washing - – MWL and PRG oversee in conjunction with CSF and premises team</b>					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> <li>• An audit of hand washing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>• Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Premises Team to monitor supplies at agreed times of day and reorder as appropriate</li> <li>• Hand sanitiser available at entrances to the building and in classrooms (as required)</li> <li>• Students to be required to sanitise hands when they move rooms and prior to eating</li> </ul>	L
Pupils forget to wash their hands regularly and frequently	M	<ul style="list-style-type: none"> <li>• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>• Posters reinforce the need to wash hands regularly and frequently – situated in toilets/key areas and in classrooms.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Students reminded at registration and before lunch where they will be explicitly requested to wash hands at key times</li> <li>• Posters in key teaching spaces and in toilets</li> </ul>	L
<b>2.3 Clothing/fabric – MWL and PRG oversee in conjunction with CSF and premises team</b>					

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)
Not wearing clean clothes each day may increase the risk of the virus spreading	L	<ul style="list-style-type: none"> <li>• Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>• Expectations and guidance are communicated to parents.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Expectations to be communicated to parents and staff by PRG</li> </ul>	L
<b>2.4 Testing and managing symptoms – CSF and PRG responsible (according to team management)</b>					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> <li>• Guidance on getting tested has been published and will be deployed for those attending school during lockdown and then fully on re-opening.</li> <li>• The guidance has been explained to staff as part of the induction process.</li> <li>• Post-testing support is available for staff through the school's health provider.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test</a></li> <li>• Employee support available through EAP</li> <li>• DFE and PHE guidelines will be followed (step by step in the case of PHE)</li> <li>• Staff &amp; Student home test kits issued March 21 – recommend self-testing occurs twice weekly and is reported to NHS &amp; STA sites</li> </ul>	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>• Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms.</li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</li> </ul>	Ongoing	<p><b><u>Should lockdown be resumed</u></b></p> <ul style="list-style-type: none"> <li>• New guidelines for those shielding will be implemented as they are released</li> </ul> <p><b><u>For general return and should lockdown be resumed</u></b></p> <ul style="list-style-type: none"> <li>• Staff report absence via school absence line 01903 275672. Absences are recorded and reported monthly to WSCC payroll team</li> <li>• Staff displaying symptoms will be signposted to testing procedures in line with government guidance</li> <li>• This section is dynamic as changes happen frequently</li> <li>• HOY/SLT communication with affected families is guided by PHE and DFE guidance</li> </ul>	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	M	<ul style="list-style-type: none"> <li>• 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.</li> <li>• This guidance has been explained to staff and pupils as part of the communication process</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Communications sent at key times during the lockdown and phased return of groups – PRG</li> <li>• Ongoing sharing of changes to guidelines</li> <li>• CSF deals with staff/HR issues and communication at the first point</li> <li>• MEL and UNIONS work together to ensure communication channels are open and develop risk assessment as appropriate</li> </ul>	M/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)
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them that current government guidance on <u>confirmed</u> cases of COVID-19 will be followed and how this will be implemented in the school.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Should there be a <u>confirmed</u> case of COVID-19 in the school where there is a subsequent increased risk i.e. that person has had contact with staff/other students, PHE guidance will be followed</li> <li>Students remain in year group 'Bubbles', thus containment has been well thought through; safety is at the heart of this risk assessment and the decision making process</li> </ul>	L
Coronavirus (COVID-19) asymptomatic testing in schools and colleges provide false information	M	<ul style="list-style-type: none"> <li>Lateral Flow Device (LFD) testing to commence in school in line with DfE &amp; LA guidance January 2021 &amp; ended March 2021</li> <li>All negative tested people are clearly informed this does not mean categorically they do not have Covid, Therefore they MUST continue to observe social distancing, sanitising etc.</li> <li>Staff &amp; Student home test kits issued – recommend self-testing occurs twice weekly and is reported to NHS &amp; STA sites</li> </ul>		<ul style="list-style-type: none"> <li>Time limited in school LFD testing offered to all year groups – Sept 21</li> <li>Staff &amp; Student home test kits issued routinely – recommend self-testing occurs twice weekly and is reported to NHS &amp; STA sites</li> </ul>	M
<b>2.5 First Aid/Designated Safeguarding Leads – CSF and PRG responsible (according to team management)</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	L	<ul style="list-style-type: none"> <li>First Aid certificates in date</li> <li>Safeguarding procedures robust and with back up</li> </ul>	Yes	<ul style="list-style-type: none"> <li>All first aiders are in date with certification</li> <li>Safeguarding email ensures no issue is left unaddressed – team receipt</li> <li>CPOMs utilised</li> <li>Rota(s) have first aider on every day if lockdown resumes</li> <li>HOYs flag safeguarding concerns raised during their phone calls to families</li> <li>Safeguarding lead always on site</li> </ul>	L
<b>2.6 Medical rooms (PRG and CSF to check)</b>					
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> <li>An additional room is designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Student will be isolated in school until parents arrive to pick up – Music Practice Room (door open, staff member outside) <i>point updated</i></li> <li>All appropriate areas will be deep cleaned after any suspected COVID-19 cases</li> <li>PPE is provided for those who have direct contact with suspected COVID-19 cases</li> <li>PHE provide step by step guidance to manage suspected cases (as do the DFE)</li> </ul>	M/L

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<b>2.7 Communication with parents – MWL and PRG responsible</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	M	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations using a range of communication tools.</li> <li>Key messages in line with government guidance are reinforced via email and the school's website.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>General parental communication is logged and can be accessed via the school website</li> <li>General parental communication also circulated to all staff so uniformity of message can be ensured</li> <li>HOY log every communication and contact with parents (even if there is no response)</li> <li>Key messages sent to parents as updated (via Intouch)</li> <li>Individual cases will be addressed as they arise</li> </ul>	L
<b>3.6 Transport – PRG responsible for communicating (with HOYs)</b>					
<b>The use of public and school transport by pupils poses risks in terms of social distancing</b>	M	<ul style="list-style-type: none"> <li>Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>No official school transport</li> <li>Students to be advised to observe social distancing rules while travelling to and from school – reminder by end of day staff</li> <li>Students advised can use face masks on public transport</li> </ul>	M/L
<b>3.7 Staff areas – MWL and PRG responsible</b>					
<b>The configuration of staff rooms and offices makes social distancing problematic</b>	M/L	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>One way In door and Out door – signage on staffroom door</li> <li>Shared offices are not to be used unless social distancing can be maintained and rooms are ventilated</li> <li>Signage in staff room and office areas re social distancing</li> <li>Student services door now has lock on it to prevent staff collecting at photocopier</li> <li>Photocopier allocation to be decided centrally with staff directed to separate locations to avoid congregation</li> <li>Staff must also take responsibility for their own social distancing in these areas</li> </ul>	L
<b>Poor ventilation</b>	M	<ul style="list-style-type: none"> <li>CO2 monitors have been distributed by the government are in all classrooms and workspaces</li> </ul>		<ul style="list-style-type: none"> <li>If the levels are consistently above 800ppm, and ventilation cannot be improved, naturally or mechanically, then appropriate actions will be taken in line with government guidance. Options include: <ul style="list-style-type: none"> <li>reducing the number of people in the room</li> <li>reducing the length of time groups spend in the room</li> <li>temporarily vacating the room.</li> </ul> </li> </ul>	L

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				<ul style="list-style-type: none"> <li>Any areas identified as having levels of CO2 consistently above 800ppm will be provided with supplemental ventilation</li> </ul>	
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils. PRG and HOYs</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	M	<ul style="list-style-type: none"> <li>There are sufficient numbers of staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Students directed to local support groups where appropriate i.e. Winston's Wish</li> <li>Mental health will be addressed as part of the return to school offer</li> <li>Pastoral staff including <b>PRG</b> undertaking training through Beckett University regarding support student Mental Health</li> <li><b>MJC</b> Mental Health First Aid trained <i>point updated</i></li> <li><b>CSW</b> has undertaken eating disorder training.</li> <li>Pastoral staff are contactable by students and parents</li> <li>Continuation of mental health advice, and support links posted on SMHW noticeboard</li> <li>Adjustments to return to school package (academic) for all year groups for first couple of days</li> </ul>	L/M
<b>5.2 Mental health concerns – staff. CSF and MJS</b>					
<b>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</b>	M	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff have been signposted to useful websites and resources.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Where concerns are raised about an individual staff member, appropriate wellbeing/SLT team has initiated contact and, where required, more targeted support</li> <li>Mental health support posters in prominent locations for staff.</li> <li>Unions offer support and will liaise with MWL and PRG where appropriate to offer suggestions/guidance etc...</li> </ul>	M/L
<b>5.3 Bereavement support – PRG and HOYs with CSF if staff affected</b>					

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)
<b>Pupils and staff are grieving because of loss of friends or family</b>	L	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>HOYs are in contact frequently with students/families who have experienced loss</li> <li><b>PRG and MEL</b> in contact, sending cards and attending funerals where invited</li> <li>Staff can be directed to appropriate support groups should this be required</li> <li>This section is dynamic and evolves with circumstances</li> </ul>	L
<b>6. Maintaining educational provision for children</b>					
<b>6.1 Maintaining provision - T and L team responsible</b>					
<b>Should lockdown resume, staff interaction is minimal with students resulting in considerable damage to learning</b>	L	<b>Online learning outline:</b> <ul style="list-style-type: none"> <li>Satchel (SMHW) to maintain our learning platform in lockdown.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>This section is dynamic and evolves with circumstances</li> </ul>	L
				<ul style="list-style-type: none"> <li></li> </ul>	
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures – MWL and PRG responsible with CSF and teams</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>  <b>Fire evacuation drills - unable to apply social distancing effectively</b>  <b>Lockdown</b>	M	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Staff and pupils have been briefed on any new evacuation procedures</li> </ul> </li> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> <li>An additional staff rota is in place for fire marshals to cover any absences</li> </ul> <b>Lockdown control measures in time of COVID</b> <ul style="list-style-type: none"> <li>Lockdown is serious enough that should this be initiated; it takes precedent over COVID considerations</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Practice drills undertaken in September 2021</li> <li>Informing staff and pupils will happen face-to-face but explained below</li> <li>Allocate daily marshals – SLT</li> <li><b>Fire/evacuation points and procedures</b> (staff i/c of students, please maintain social distancing in transit and when lining up on the Astro, you will be supported in this by other teaching staff and SLT)</li> </ul> <b>Lockdown details</b> <ul style="list-style-type: none"> <li>Practice undertaken September 2021</li> <li>Follow school lockdown policy</li> </ul>	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)
<b>7.2 Contractors working on the school site CSF</b>					
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	M/L	<ul style="list-style-type: none"> <li>• 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.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• 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.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• 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).</li> </ul>	Yes and ongoing	<ul style="list-style-type: none"> <li>• Premises Manager has reviewed ongoing works and scheduled inspections; they will continue as and when due</li> <li>• There are no additional contractors booked to be onsite at present; assessments will be carried out in advance of any visits that have to be booked in future.</li> <li>• Assessments will include assurances that contractors are in good health &amp; symptom free; social distancing will be maintained</li> <li>• Visitors to site are sent protocols and risk assessments</li> <li>• Visitors to site are required to sanitise hands on arrival</li> <li>• <b>CSF</b> to update risk assessments and checklist as required and inform <b>CSF</b> when completed</li> </ul>	L
<b>8. Finance</b>					
<b>8.1 Costs of the school's response to COVID-19 CSF responsible</b>					
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>	H	<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• LA team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school's projected financial position has been shared with governors and LA.</li> </ul>	Yes and ongoing	<ul style="list-style-type: none"> <li>• Any additional costing is accounted for by <b>CSF</b></li> <li>• <b>CSF</b> liaising with LA reps to work towards balanced budget</li> <li>• Additional sources of income have dried up due to COVID-19 e.g. lettings etc...</li> <li>• Governors are fully aware of financial situation as is the LA – see FGB minutes</li> <li>• Loss of income (considerable) is evaluated and reported to Governors</li> </ul>	M/H



## Appendix 1

### St Andrew's CE High School for Boys

## Behaviour Protocol for Students (Lockdown Situation)

#### Travel to and from school:

- Students are requested to arrive at the time specified - prompt arrival and return directly home.
- The school politely requests that students do not meet up in groups outside of school. If travelling to school with a friend, it must only be one other and social distancing must be observed at all times.
- From 15<sup>th</sup> June, if travelling to school on public transport, it is compulsory to wear a facemask.

#### Throughout the day:

- Students will remain in their year groups and must ensure social distancing of two metres at all times; classrooms have been specifically arranged to support this. No student should re-arrange furniture or move computers.
- No student should enter any classroom to which they have not been assigned.
- If students must move around the school, they should do so as instructed. A new one-way system has been set up and this must be adhered to at all times; this is clearly signposted.
- Should a student need to sneeze or cough, this should be in a tissue which should be disposed of in line with the "catch it, bin it, kill it" message. Each work room contains a lidded waste bin for this purpose.
- Students must inform an adult immediately if they are experiencing symptoms of COVID-19.
- Students are not to share or swap food or drinks bottles while in school.
- Without fail, all students will need to supply their own equipment; it is not permitted to share or borrow from the school or other students. It will not be possible for students to use the water fountains to drink from directly, although they may fill their bottles; this is signposted clearly at fountains.
- **Any student maliciously coughing or spitting at or towards any other person, will receive a fixed term exclusion.**
- If necessary, the normal escalation of sanctions still applies.

#### Toilets

- Students using the toilets must adhere to social distancing guidance and only use designated toilets.
- For vulnerable and key worker students, toilets next to Student Services will be utilised.

#### Breaks and lunches

- Breaks will take place in the room/area allocated for each group. Students may visit the toilet in accordance with the above guidance.
- Students will be encouraged to bring their own packed lunches (FSM packed lunches will be provided by the school automatically).
- If there is a need, packed lunches may be ordered in the morning (upon entry to the school) and a student will hand their squid card to the person on duty with their order (veg or non veg options only); those will be charged, sanitised and returned with the student's lunch to their room.
- All packaging should be disposed of properly.
- Inside areas will be provided should weather be inclement.

#### **Emergency situations, including if a student displays symptoms of COVID-19**

- In the event of a fire, all students will be directed to the Astro, they must line up in their groups adhering to social distancing, normal school expectations of silence must be maintained.
- If they experience any COVID-19 symptoms at home, they must remain at home and seek medical advice. **Government guidance states all pupils are able to receive testing, in this situation pupils can only return to school following a negative test or completion of the 7 day isolation period.**
- Any parent who wishes their son to return to school must be prepared for the school to insist their child is sent home should they display or report any symptoms.
- Students displaying symptoms will be isolated pending collection by a parent and all areas where that student has been will be cleaned.