

## COVID – 19 CCHSG Preparation for School Opening (PSO) July 2021 – RISK ANALYSIS, ASSESSMENT AND CONTROLS. (08/07/2021)

### INTRODUCTION

#### Background

The nature of the novel coronavirus that emerged in 2019 (SARS-CoV-2), its pattern of transmission and the disease response it causes (Covid-19), determine the risk categories in this PSO Planning Table which contains Covid-19 risk analysis, risk assessment and risk controls.

SARS-CoV-2 is highly contagious and Covid-19 has proved lethal and/or debilitating for many people, resulting in a deadly pandemic. Much remains uncertain about SARS-CoV-2 infection processes and the progress, or otherwise, of Covid-19 in individuals. However, it is known that the virus circulates through the air in droplets, spread not just by coughing and sneezing but also by the normal exhalation of people who are infected with the virus but who are not showing symptoms (a characteristic of SARS-CoV-2 which ensures its highly contagious nature). When the virus settles, it can remain viable on certain surfaces for more than 72 hours and it is known to accumulate more readily on surfaces in certain machine systems, such as air conditioning. The virus enters the human body through the nose, mouth or eyes and attacks, primarily, the lungs. Different people have suffered different responses to SARS-CoV-2, from negligible to lethal. The different degrees of vulnerability of people to Covid-19 are currently under investigation but they are widely reported and in August 2020, the UK Government published preliminary research suggesting that children aged 10 years and above, i.e., secondary school students, are as likely to transmit the new coronavirus as adults.

In summary, air borne droplet and contaminated surface transmission are the main routes for SARS-CoV-2 infection in people.

Until cures and/or vaccines are developed, the main, fundamental categories of counter measures that lower the transmission of SARS-CoV-2 are listed below. These categories, therefore, underpin the risk analysis, risk assessment and risk control action planning in the CCHSG PSO Planning Table:

- **Changes to normal social behaviour** – e.g., social distancing, shielding, limited gatherings, self-isolation, ‘bubbles’ of people which have a defined membership. Disease monitoring schemes, such as ‘track and trace’, are integral to determining how behaviour needs to change in response to the progress of the disease, e.g., the requirement for local school closures.
- **The establishment and maintenance of rigorous hygiene practices** – e.g., increased hand washing, respiratory hygiene, regular cleaning of the environment, waste disposal, changes to food service procedures, no sharing of resources and equipment.
- **Constructing barriers to virus transmission** - e.g., PPE, different timings of routine activities, physical distancing, physical barriers and seating changes both inside the building and out, distance working and learning, controlled movement (including to access services such as food and toilets).

#### CCHSG PSO Planning Table – basic rationale

Following on from this, the CCHSG Covid-19 PSO Planning Table has been developed, and continues to evolve, in order to secure the following underlying, essential outcomes:

- To reduce the risk of coronavirus (SARS-CoV-2) transmission within the school and its wider community
- To eliminate the risk of long term academic and personal outcomes being lessened as a result of school closure(s).
- To reduce the risk of the future viability of some elements of educational provision and/or some school activities being compromised due to increased costs and reduced income.

#### Risk categories

The risk categories are defined at the scale level of the school as a whole; they may be termed system risks. However, risk to individuals, particularly concerning the differing vulnerabilities of people to Covid-19, is incorporated into the whole school risk analysis.

There are 8 main Risk Categories:

1. Opening date(s)
2. Attendance and Shielding
3. Hygiene
4. Social distancing on return to school

5. Events, trips and visits
6. Communication
7. Finance
8. Wellbeing

### **Risk Sub-categories**

Each Risk Category contains a varying number of Risk Sub-categories that are added in or amended as more or changing information is received; the sub-categories allow for very detailed and up-to-date risk analysis and risk assessment and consequently more robust PSO planning.

The risk controls for each Risk Sub-category underpin what is required for a detailed Covid-19 School Action Plan and give direction to the series of separate and organisational plans which have been needed at each phase of wider school opening and which are linked to this document.

### **Impact of the Action Plan**

Risk categories 1, 2, 3, 4, 5 cover the control of coronavirus transmission in the context of CCHSG.

Risk categories 1, 2, 3, 4, 5, 6 and 8 are material to promoting a positive impact on the mental and physical wellbeing of students and staff on their return to school

Risk categories 1, 2, 3, 4, 6 and 8 are material to ensuring a relevant and rigorous reconnection of students with teaching and learning

### **Sources of Information**

This document has been compiled using a wide variety of sources, especially those listed below, and including official UK Government and Essex County Council guidance which is continually being up-dated. This is an evolving, 'live' document subject to adjustments.

- 'Actions for education and childcare settings to prepare for wider opening from 1 June 2020' UK GOV. 11 May 2020
- 'COVID-19: Re-opening Risk Assessment and Action Plan' Essex County Council. 15 May 2020.
- 'Responding to a suspected or confirmed case of COVID19 - Schools and Colleges'. ECC. 28 September 2020
- All DfE Guidance relating to Covid-19, including 'Guidance for full opening: Schools. Updated 28 August 2020.' All subsequent DfE guidance and additional guidance provided via a weekly update from Essex CC during the Autumn 2020 term and 'Schools coronavirus (COVID-19) operational guidance (DfE, February 2021)'. **Schools Covid-19 Operational Guidance. July 2021'**
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- UNESCO guidance on re-opening of schools. April 2020
- WHO - Advice on the use of masks for children in the community in the context of COVID-19. 21/08/2020
- CCHSG SLT
- Latest scientific research on coronavirus transmission and COVID-19
- Professional experiences in China and Denmark on schools' re-opening.
- Professional International Events Planners
- Ellis Whittam (Health & Safety Consultants) – including a Risk Assessment (EWRA). The EWRA is a document linked into the PSO and should be referred to wherever it is mentioned in the PSO.
- Birkett Long (Legal advice)
- CCHSG staff, parents and student feedback
- CCHSG LGB
- Alpha Trust HTB and schools
- Alpha Trust Board of Trustees
- ASHE
- Teaching Unions
- GMB correspondence
- Plus all relevant school policies and procedures – ongoing and amended if necessary.

## Linked Documents

Risk Assessments	COVID-19 new policies and protocols	Amended policies
<p>Ellis Whittam (EWRA)</p> <p>Juniper/ECC</p> <p>SARS-Cov-2 transmission from asymptomatic people in different settings and different occupancy times, ventilation and crowding levels. BMJ 25/08/2020.</p>	<p>First Aid procedures</p> <p>COVID-19 Kitchen Operations Policy</p> <p>Toilet policy</p> <p>Staff, Student and Parent Codes of Conduct</p> <p><u>COVID19: Cleaning in non-healthcare settings guidance.</u></p> <p>Severe weather procedures</p> <p>Covid-19 Tier 2 Plan (plan for partial opening)</p> <p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</p> <p>The Health Protection (Notification) Regulations 2010</p> <p>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities</p> <p>Alpha Trust – Principles for Full School Opening</p>	<p>Safeguarding and Child Protection</p> <p>E-safety</p> <p>Bereavement</p> <p>Equality &amp; Diversity</p> <p>Health &amp; Safety</p> <p>Behaviour Sanctions &amp; Rewards</p>

Full school opening from September 2020 has necessitated additional considerations and additions to the PSO Planning Table, as originally constituted, as well as an increased focus on actions already in place or due to be put in place – they are all marked in red text. Additions and new guidance received August 2020, highlighted in yellow. Previous risk assessments and actions have been retained in the table, but crossed through, as local increases in the R value (virus reproduction number) are not unlikely, in which case these actions will have to be revisited.

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2. Attendance: shielding, track & trace, testing	6
3. Hygiene	13
4. Social distancing on return to school	17
5. Events, trips, and visits	23
6. Communication	24
7. Finance	25
8. Wellbeing	25

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
1. Opening date(s)	1a Full opening date	<ul style="list-style-type: none"> <li>• PSO - requires ongoing review and consequent adjustments. Current document kept up-to-date.</li> <li>• Need to review and adjust all plans for September full opening and include outcomes from partial re-opening in Summer Term 2020.</li> <li>• March 2021 – phased return to full school opening following 3<sup>rd</sup> national lockdown. Review Autumn term full opening and procedures and adjust, as necessary, for Spring / Summer 2021</li> <li>• September 2021 – DfE guidance; Covid-19 safety measures considerably reduced but continue to maintain certain measures as coronavirus still circulating in the population</li> <li>• Staggered return of students across the first two days of Autumn term 2021 to manage testing regime.</li> </ul>	<ul style="list-style-type: none"> <li>• Student testing procedures from March 2021 revisited, reviewed, adjusted and put in place ready for September 2021</li> <li>• September 2021 - certain Covid-19 safety measures still required to be in place: <ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone</li> <li>• Maintain appropriate cleaning regimes</li> <li>• Keep occupied spaces well ventilated</li> <li>• Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</li> </ul> </li> <li>• September 2020 and March 2021 business continuity ensured: <ul style="list-style-type: none"> <li>• Building and premises: <ul style="list-style-type: none"> <li>▪ Premises and utilities are continually checked regarding site/building compliance</li> <li>▪ Repairs, new build, routine and scheduled maintenance, Health &amp; Safety issues, building re-configuration, decorating, deep cleaning - all continue or are completed.</li> </ul> </li> <li>• Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>▪ Water treatments</li> <li>▪ Fire alarm testing</li> <li>▪ Repairs</li> <li>▪ Grass cutting</li> <li>▪ PAT testing</li> <li>▪ Fridges and freezers</li> <li>▪ Boiler/ heating servicing</li> <li>▪ Internet services</li> <li>▪ Any other statutory inspections</li> <li>▪ Insurance covers reopening arrangements</li> </ul> </li> <li>• Kitchen freezers have been cleared and frozen food disposed of appropriately. Check for any out of date food.</li> <li>• HR: <ul style="list-style-type: none"> <li>▪ Recruitment, contracts, any contract amendments (including in response to current situation), new staff induction, HR routines all continue – use Teams for interviews.</li> </ul> </li> <li>• Training: <ul style="list-style-type: none"> <li>▪ CPD regarding all aspects of online learning ongoing.</li> </ul> </li> <li>• Safeguarding, student support, liaising with external agencies:</li> <li>• Ongoing via SLT, Year Leaders, Form Tutors and subject teachers.</li> </ul> </li> </ul>
(Opening Dates cont'd)	1b Opening date different for different student year groups	<ul style="list-style-type: none"> <li>• Staggered return of students across the first two days of Autumn term 2021 to manage testing regime</li> <li>• Curriculum continuity; on-line learning for year groups not attending and those self-isolating due to Covid19 close contact</li> <li>• Infrastructure of school too constricted to organise social distancing and allow all students to attend at the same time (narrow corridors, small classrooms, crowded communal spaces, e.g., Dining Room).</li> <li>• Which year groups to re-admit first? Depends on; <ul style="list-style-type: none"> <li>• curriculum needs</li> <li>• re-orientation needs</li> <li>• transition (Y7 and Y12)</li> </ul> </li> <li>• Curriculum continuity; mix of in-school and on-line learning likely either for some or all students for the foreseeable future.</li> <li>• Online learning directive from UK Gov. 30/09/2020 - details of requirements on schools regarding provision and quality of remote</li> </ul>	<ul style="list-style-type: none"> <li>• COVID-19 Health and Safety measures: training for Staff and students on which measures remain in place.</li> <li>• September 2021: <ul style="list-style-type: none"> <li>• Friday 03 September – Years 7, 9, 12</li> <li>• Monday 06 September – All Years</li> </ul> </li> <li>• On-line learning continues to be provided and lessons posted online for all year groups - school quality assurance processes re lesson content, delivery, uptake, and teacher feedback in place, and in line with directive of 30/09/2020.</li> </ul> <p>Previous measures:</p> <ul style="list-style-type: none"> <li>• COVID-19 Health and Safety measures: training for Staff <ul style="list-style-type: none"> <li>• Staff return in small groups a week before Y 10 and Y12 students (see bullet point below))</li> </ul> </li> <li>• COVID -19 Health and Safety measures: Student induction <ul style="list-style-type: none"> <li>• Students taken through required procedures and new arrangements immediately when return to school</li> </ul> </li> </ul>

		<p>education given in, 'Coronavirus Act 2020 Provision of Remote Education (England) Temporary Continuity Direction.'</p> <ul style="list-style-type: none"> <li>• March 2021 – phased return of all students from 8<sup>th</sup> March dependant on school testing plans; see separate schedule for return of each year group including community Covid-19 testing and school lateral flow testing.</li> </ul>	<ul style="list-style-type: none"> <li>• On-line learning continues and lessons posted online for all year groups - school quality assurance processes re lesson content, delivery, uptake, and teacher feedback in place, and in line with directive of 30/09/2020.</li> <li>• Contingency plans for remote provision alongside in school provision agreed and communicated – to include provision for all students to have access to technology and in line with directive of 30/09/2020.</li> <li>• E-safety policy amended.</li> <li>• Adjustments made to learning on immediate return; core skills re-visited and embedded anew, pace of lessons adjusted, catch those struggling to get back on track and support. September 2020 - Re-connection strategy in place with government funding allocated appropriately.</li> <li>• March 2021 – Review the small scale staff testing which has been operational during Jan/Feb lockdown and from this, assess capacity for mass testing of students on return to school – staffing, timetabling, etc.</li> <li>• March 2021 - Year groups phased returns planned using the outcome of the small-scale testing review</li> <li>• March 2021 – Return of Year groups 10-13, vulnerable and critical worker children to be prioritised – ECC and UK GOV</li> <li>• March 2021 – All vulnerable and critical key worker children to continue to attend</li> </ul>
(Opening Dates cont'd)	1c	<p>Future closures and re-openings</p> <ul style="list-style-type: none"> <li>• From 19 July 2021: continue to expect further local closures and re-openings</li> <li>• New corona virus variants very likely – changes to rates of transmission, severity of symptoms.</li> <li>• School continuity plans in place</li> </ul> <ul style="list-style-type: none"> <li>• Possible that schools will close again if there is an outbreak, change to disease epidemiology, significant staff absence, etc.</li> <li>• School opening and operation during local Covid-19 outbreaks – Guidance from DfE, 28 August</li> <li>• 30/11/2020. DfE 'Contingency Framework' introduced at the end of lockdown 2 and the introduction of new tiers – if local action needed and as a last resort.</li> <li>• January 2021 – new corona virus variant identified as having an approximately 56% higher rate of transmission than other variants; not more deadly, however. 06/01/2021 - England into 3<sup>rd</sup> National lockdown; schools closed to all students except for key worker and vulnerable students (i.e., goes further than 'Contingency Framework'). Live online working in operation.</li> <li>• March 2021 – Contingency plans for disease outbreaks or further changes to restrictions; review January 2021 arrangements in light of any new guidance and then return to the relevant operating procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Remain aware of national Covid-19 transmission patterns.</li> <li>• Remain prepared to shut down and re-open again – including using the checklist in section 1a above and, additionally, continue to monitor stock levels of perishable items such as food. School stays open for vulnerable students and children of key workers – staff rotas organised.</li> <li>• On-line learning continues to be provided as required</li> <li>• January 2021 and Contingency Planning, March 2021 onwards – live online</li> <li>• September 2020. Contingency plans for remote learning and/or possible partial opening of school in hand and maintained. Year group attendance plan in place; students attend school or access online learning on a fortnightly rotation – Years 7, 9, 11, 12 in school together on rota 1 and Years 8, 10, 13 in school on rota 2.</li> <li>• 30/11/2020: Keep 'Contingency Framework' requirements in mind (only vulnerable students, children of key workers, Years 11 and 13 plus any other students taking public exams will be in school. All others, full online learning at home. Detailed plan will be produced from previous partial shutdown.)</li> <li>• January 2021 and Contingency Planning, March 2021 onwards <ul style="list-style-type: none"> <li>• Reactivate, review and revise Summer Term 2020 and January 2021 partial opening procedures re key worker and vulnerable students in school, including establishment of new critical worker list, identification of vulnerable children (this now includes those who did not and are not engaging in remote learning), continued attendance monitoring for all students, safeguarding monitoring - includes regular calls home by pastoral staff and general wellbeing checks.</li> <li>• Re-enforce compliance with Covid-19 safety measures in school</li> <li>• All teaching live online – includes registration and daily form time</li> <li>• All staff attend CCHSG on a rota basis, if well</li> </ul> </li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
2. Attendance: shielding, track & trace, testing	<p>2a Students and staff who have been classified as 'clinically extremely vulnerable' (CEV).*</p> <p>*UK Gov. definition, 18 May 2020:</p> <p>Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in this group.</p> <ol style="list-style-type: none"> <li>1. Solid organ transplant recipients.</li> <li>2. People with specific cancers: <ul style="list-style-type: none"> <li>• people with cancer who are undergoing active chemotherapy</li> <li>• people with lung cancer who are undergoing radical radiotherapy</li> <li>• people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment</li> <li>• people having immunotherapy or other continuing antibody treatments for cancer</li> <li>• people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</li> <li>• people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</li> </ul> </li> <li>3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).</li> <li>4. People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).</li> <li>5. People on immunosuppression therapies sufficient to significantly increase risk of infection.</li> <li>6. Women who are pregnant with significant heart disease, congenital or acquired.</li> </ol> <p>People in this group should have been contacted to tell them they are extremely clinically vulnerable</p>	<p><b>DfE Guidance from 19 July 2021:</b></p> <ul style="list-style-type: none"> <li>• All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</li> <li>• Staff in schools who are CEV should currently attend their place of work if they cannot work from home.</li> <li>• DHSC will publish updated guidance before 19 July</li> </ul> <p>Previous measures:</p> <ul style="list-style-type: none"> <li>• Staff who are CEV: March 2021, do not attend unless they have fulfilled specific criteria related to the risk assessment</li> <li>• Students who are confirmed as CEV: March 2021, advised by UK GOV to shield and stay at home until further notice.</li> <li>• March 2021: If Contingency Framework Plan activated or the introduction of further UK GOV restrictions going forward from March 2021, relevant and consequent advice will be followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow DfE guidance from 19 July 2021</li> </ul> <p>Previous measures:</p> <ul style="list-style-type: none"> <li>• Students not expected in school – continue on-line learning. (UK Gov. June 2020)</li> <li>• Staff not expected in school – working from home. Possible redeployment of tasks.</li> <li>• Outside of instigation of Contingency Framework Plan or the introduction of further UK GOV restrictions going forward from March 2021, there are no restrictions to non-CEV students or staff attending school unless they have tested positive for coronavirus</li> </ul>
(Attendance & Shielding cont'd)	<p>2b Students living in a household with someone who is 'clinically extremely vulnerable' (CEV).</p> <p>2c Students who are clinically vulnerable</p>	<ul style="list-style-type: none"> <li>• Follow UK Gov advice, from 1<sup>st</sup> June 2020, re attendance.</li> <li>• Reassure parents that student can stay at home and work on-line, depending on particular circumstances.</li> </ul> <p>Students may have the following (UK Gov., May 2020):</p> <ul style="list-style-type: none"> <li>• Chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>• Chronic heart disease, such as heart failure</li> </ul>	<ul style="list-style-type: none"> <li>• No restrictions to attending full school opening unless have tested positive for coronavirus</li> <li>• Maintain whole school adherence to 'stringent social distancing'. (UK Gov. June 2020)</li> <li>• Add student to vulnerable category but off-site, as necessary</li> <li>• Maintain on-line learning and regular contact</li> <li>• No restrictions to attending full school opening unless have tested positive for coronavirus</li> <li>• Maintain whole school adherence to 'stringent social distancing'. (UK Gov. June 2020)</li> <li>• Conduct individual risk assessments</li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
		<ul style="list-style-type: none"> <li>Chronic kidney disease</li> <li>Chronic liver disease, such as hepatitis</li> <li>Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy</li> <li>Diabetes</li> <li>A weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets</li> </ul>	
	<p>2d Staff – shielding of 'extremely clinically vulnerable' household member and / or personally 'clinically vulnerable'*  *UK Gov. definition, May 2020: 'Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few if any children will fall into this category'.</p>	<ul style="list-style-type: none"> <li>Staff living in a household with someone who is extremely clinically vulnerable</li> <li>Staff who are personally clinically vulnerable; There are a number of co-morbidity factors linked to the effect the virus has on the body: <ul style="list-style-type: none"> <li>Age 70 or older (regardless of medical conditions)</li> <li>Under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): <ul style="list-style-type: none"> <li>Chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis</li> <li>Chronic heart disease, such as heart failure</li> <li>Chronic kidney disease</li> <li>Chronic liver disease, such as hepatitis</li> <li>Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy</li> <li>Diabetes</li> <li>A weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets</li> <li>Being seriously overweight (a body mass index (BMI) of 40 or above)</li> <li>Pregnant women</li> </ul> </li> </ul> </li> <li>This can also be significant for a member of staff's immediate family</li> <li>Follow latest HR advice from Essex CC and Juniper Education</li> <li>January 2021: new coronavirus variant has approximately 56% higher transmission rate but is not more deadly.</li> </ul>	<ul style="list-style-type: none"> <li>Staff should attend work (Essex CC and Juniper Education: 04/01/2021)</li> <li>Maintain whole school adherence to 'stringent social distancing'. (UK Gov. June 2020)</li> <li>Confidential age profile of staff checked (over 50) and also those staff with significant, relevant issues.</li> <li>Confidential list of staff who are at greater risk and may need to have a specific risk assessment (exposure to virus, etc.) and plan created (including redeployment of staff).</li> <li>All staff individually risk-assessed re location of teaching rooms/ offices and degree of exposure to students and/or potential crowding situations, in corridors and public spaces as well as in rooms. January 2021 and Contingency Planning, March 2021 onwards : review of individual risk assessments in light of greater transmissibility of new variant</li> <li>Finance office – check social distancing when Trust centralisation has been completed.</li> <li>Redeployment of staff to share workload if other staff are not attending workplace.</li> <li>Redeployment of staff to other roles so that they can work in isolation in the school</li> <li>Wherever possible, staff may be able to work from home</li> <li>Complying fully with GDPR</li> <li>No restrictions to attending full school opening unless have tested positive for coronavirus</li> </ul>
	<p>2e Students living with someone in their household who has Covid-19 symptoms</p>	<ul style="list-style-type: none"> <li>5 years and over now – testing available (18/05/2020)</li> <li>There may be a delay between testing and results</li> <li>Students – self isolating for 10 days or until test result known</li> <li>EWRA</li> </ul>	<ul style="list-style-type: none"> <li>If family/household member has positive test, follow current self-isolation advice from the NHS</li> <li>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are a close contact of a positive COVID-19 case; instead they will be asked to take a PCR test</li> <li>18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated</li> <li>Anyone who chooses not to get vaccinated, or has not yet had both doses, will need to self-isolate if identified as a close contact</li> <li>Students – do not attend; continue online learning. (UK Gov. June 2020)</li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
			<ul style="list-style-type: none"> <li>Attend only if family/household member tests negative</li> <li>If family/household member has positive test, self-isolate for 10 days and then in line with NHS advice</li> </ul>
(Attendance & Shielding cont'd)	2f Staff living with someone in their household who has Covid-19 symptoms	<ul style="list-style-type: none"> <li>Staff – key worker testing available</li> <li>EWRA</li> </ul>	<ul style="list-style-type: none"> <li>Attend if family/household member tests negative</li> <li>If family/household member has positive test – work from home, if feeling well, in line with current NHS self-isolation advice</li> <li>Anyone who chooses not to get vaccinated, or has not yet had both doses, will need to self-isolate if identified as a close contact</li> <li>From 16 August 2021, will not need to self-isolate if someone in their household tests positive if they have had 2 vaccines and a negative PCR</li> </ul> <p>Previous measures:</p> <ul style="list-style-type: none"> <li>Staff – do not attend.</li> <li>Attend only if family/household member tests negative</li> <li>If family/household member has positive test – work from home, if feeling well, for 10 days and then in line with NHS advice</li> </ul>
	2g Students showing Covid-19 symptoms, including positive test	<ul style="list-style-type: none"> <li>5 years and over – testing available (18/05/2020)</li> <li>There may be a delay between testing and results</li> <li>If positive test confirmed, school to contact Essex Contact Test and Trace (ECTT) Team or the DfE helpline for advice – ‘Responding to a suspected or confirmed case of COVID19 - Schools and Colleges’. ECC. 28 September 2020</li> <li>EWRA</li> <li>December 2020 – DfE require school reporting facility for track and trace into Christmas holiday</li> <li>From 19 July 2021: maintain current procedures</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Do not attend</li> <li>Students who test positive on an LFT result should self-isolate and get a PCR test to confirm the result.</li> <li>Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>If a parent or carer insists on a student attending school although showing symptoms, the school can take the decision to refuse the student if, in the school's reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19.</li> </ul> <p>Previous measures:</p> <ul style="list-style-type: none"> <li>Self-isolate immediately</li> <li>Students do not attend school if test positive; isolate for 10 days and then in line with NHS advice</li> <li>Parents/carers follow normal sickness absence notification procedures.</li> <li>School to take advice from ECTT or DfE and inform all stakeholders in a timely and appropriate manner of actions taken.</li> <li>School to set up system for parents to report if their child's symptoms started up to 48 hours after last time in school. School to remain contactable for 6 days after last day of teaching. Parents informed of arrangements.</li> </ul>
(Attendance & Shielding cont'd)	2h Students who are mildly unwell at home and not showing Covid-19 symptoms	<ul style="list-style-type: none"> <li>Puts unnecessary pressure on staff if they have to attend in medical room</li> </ul>	<ul style="list-style-type: none"> <li>If unsure, parents to err on side of caution and not send student into school.</li> </ul>
	2i Staff showing symptoms, including positive test	<ul style="list-style-type: none"> <li>Staff - testing is available to school staff</li> <li>Staff - There may be delay between testing and results</li> <li>EWRA</li> <li>If positive test confirmed, school to contact Essex Contact Test and Trace (ECTT) Team or the DfE helpline for advice – ‘Responding to a suspected or confirmed case of COVID19 - Schools and Colleges’. ECC. 28 September 2020</li> </ul>	<ul style="list-style-type: none"> <li>Do not attend</li> <li>Staff who test positive on an LFT result should self-isolate and get a PCR test to confirm the result.</li> <li>Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and staff can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> </ul>



Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
		<ul style="list-style-type: none"> <li>December 2020 – school reporting facility for track and trace over Christmas holiday.</li> <li>From 19 July 2021: maintain current procedures</li> </ul>	<ul style="list-style-type: none"> <li>If show symptoms in school – immediately sent home, contacts notified and area they have been working in bio-cleaned. Avoid using public transport to go home – ask to be collected if feasible.</li> <li>Inform staff member that their immediate family must isolate until results of test known</li> <li>Normal staff sickness absence procedures apply.</li> <li>If staff are absent awaiting test results but not feeling unwell, they can continue to deliver lessons on-line, setting and marking work. To be included in Staff Code of Conduct.</li> <li>School to take advice from ECTT Team or DfE and inform all stakeholders in a timely and appropriate manner of actions taken, including information regarding self-isolation.</li> <li>Christmas break 2020 – staff continue to report symptoms and status to school</li> </ul>
	2j Students showing symptoms in school	<ul style="list-style-type: none"> <li>Follow DfE guidance - ‘What to do if a pupil is displaying symptoms of coronavirus (COVID-19)’, September 2020.</li> <li>Imperative to contain any possible contagion and to shield other students and staff – isolate and require to be collected as soon as possible.</li> <li>Thermometers - some already in school; have we sufficient?</li> <li>Isolation room and procedures to follow</li> <li>EWRA</li> <li>If positive test confirmed, school to contact Essex Contact Test and Trace (ECTT) Team or the DfE helpline for advice – ‘Responding to a suspected or confirmed case of COVID19 - Schools and Colleges’. ECC. 28 September 2020</li> <li>From 19 July 2021: maintain current procedures</li> </ul>	<ul style="list-style-type: none"> <li>Take latest government advice and institute consequent appropriate action. Communicate required actions to all stakeholders, including information regarding self-isolation.</li> <li>Students identified who are showing symptoms; isolate on site into G28 using precautions until collected</li> <li>Track who has sat next to them and contact parents/ carers.</li> <li>Inform parents and carers that student’s immediate family must isolate until results of test known</li> <li>Track which staff members should be informed.</li> <li>Hand-held remote thermometers; total of 10 on site - sufficient.</li> <li>Isolation room – maintain ventilation</li> <li>School to take advice from ECTT Team or DfE and inform all stakeholders in a timely and appropriate manner of actions taken, including information regarding self-isolation.</li> <li>Avoid using public transport to go home – ask for student to be collected</li> </ul>
	2k Students sent home following positive case in bubble or on school bus	<ul style="list-style-type: none"> <li>Ongoing and wider community transmission risk</li> <li>From 19 July 2021: no bubbles</li> </ul>	<ul style="list-style-type: none"> <li>From 16 August 2021 – all contact tracing via NHS Track and Trace. No self-isolation for children under 18 unless contacted by Track &amp; Trace. Double vaccinated individuals not required to self-isolate</li> <li>Do not attend school; self-isolate for 10 days</li> <li>Attend online lessons if well.</li> <li>All relevant stakeholders informed</li> </ul>
	2l Staff sent home following positive case in their bubble/teaching group	<ul style="list-style-type: none"> <li>Ongoing and wider community transmission risk</li> <li>From 19 July 2021: no bubbles</li> </ul>	<ul style="list-style-type: none"> <li>From 16 August 2021 - all contact tracing is via NHS Track and Trace, so no self-isolation unless contacted by Track &amp; Trace. Double vaccinated individuals not required to self-isolate</li> <li>Do not attend; self-isolate for 10 days</li> <li>Work from home</li> </ul>
	2m Isolation room	<ul style="list-style-type: none"> <li>Necessary to prevent contagion</li> <li>From 19 July 2021: maintain current procedures</li> </ul>	<ul style="list-style-type: none"> <li>New location for September 2021 to be arranged – must be kept ventilated. Separate or portable toilet may need to be made available. Students to be kept socially distanced</li> <li>Room equipped for first aid and with sick bowls, water, etc.</li> <li>PPE for staff dealing with sick children should be used</li> <li>Room to be bio-cleaned after each use – Site Team/Cleaner</li> <li>Large Yellow bio waste bins available - ordered</li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
Attendance & Shielding cont'd)	2n Tracking, tracing and testing, after 19 July 2021	<ul style="list-style-type: none"> <li>• Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected undertake contact tracing</li> <li>• Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact</li> <li>• Follow recommended public health procedures if contacted</li> <li>• From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are a close contact of a positive COVID-19 case; instead they will be asked to take a PCR test</li> <li>• 18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated</li> <li>• Anyone who chooses not to get vaccinated, or has not yet had both doses, will need to self-isolate if identified as a close contact</li> <li>• Students daily travel - varies considerably at CCHSG, and from many different locations</li> <li>• CCHSG students are relatively diverse and families may start to travel internationally from summer 2021</li> <li>• From 19 July, 2021, year group bubbles disbanded</li> </ul> <p>Previous measures:</p> <ul style="list-style-type: none"> <li>• Testing available to all key workers</li> <li>• Engage with Test and Trace – ECTT Team and DfE. Also refer to: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> <li>• Public transport/school bus - confirmed positive cases in students from other schools who travel on the same bus, train, coach, etc.</li> <li>• Tracking and tracing app is in development – timing of deployment and capacity of this currently unknown</li> <li>• Once app goes live, students will need to have their mobile phones on them – appropriate use might be an issue.</li> <li>• Students daily travel - vary considerably at CCHSG (see also 2h, below)</li> <li>• CCHSG students are relatively diverse and many families travel internationally</li> <li>• Strict year group ‘bubbles’ maintained, year zones, seating plans remaining the same</li> <li>• Test and trace may be compromised when students mix with other ‘bubbles’ and the general public out of school.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and students who test positive on an LFT result should self-isolate and get a PCR test to confirm the result.</li> <li>• Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>• If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the staff/student can return to school, as long as the individual doesn’t have COVID-19 symptoms.</li> </ul> <p>Autumn term 2021:</p> <ul style="list-style-type: none"> <li>• Year 7 &amp; Y12 students to receive 2 on-site AST lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. All other students to report LFT test results 3-15 days before return and on day of return</li> <li>• Commence testing from 3 working days before the start of term; stagger return of students across the first two days to manage this.</li> <li>• Students and staff then continue to test twice weekly at home until the end of September, when this will be reviewed</li> <li>• School is required to retain a small asymptomatic testing site (ATS) on-site until further notice to offer testing to students who are unable to test themselves at home</li> </ul> <p>Previous measures:</p> <ul style="list-style-type: none"> <li>• Arrangements for accessing testing - staff aware.</li> <li>• Process in place for the use of a limited number of self-testing kits.</li> <li>• Refer to ECC (ECTT Team) and DfE for guidance – refer to 2g, 2i and 2j above</li> <li>• Consider implications of using a tracking app, particularly re GDPR and confidentiality.</li> <li>• Students will be permitted to have their mobile phones on them but must conform to the school’s safe and appropriate use of mobile phones code. Item in Covid-19 Student Code of Conduct. Students with no mobile access – parents and all appropriate contacts updated fully</li> <li>• Parents to give school up-to-date student daily travel and family travel plan notifications.</li> <li>• GMA raised issue of testing of teachers with local MP (WQ)</li> <li>• Year group ‘bubbles’, year group zoning of school in September, seating plans recorded centrally and remain the same as far as practical. However, not available for music and computing; bio-cleaning rotas between room usage – rotas in place.</li> <li>• From 19 July, 2021, year group bubbles disbanded but seating plans remain in place in case Track and Trace require information.</li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
(Attendance & Shielding cont'd)	<p>2o January and March 2021 - In school testing and provision of rapid test kits for domestic use</p> <p>September 2021, in school testing; revisit, review and adjust March 2021 operations</p>	<ul style="list-style-type: none"> <li>• Largely removes uncertainty re infection status of individuals – staff and students</li> <li>• Facilitates fewer students being sent home and fewer staff needing to self-isolate</li> <li>• Comply with latest guidance and information from DfE: <ul style="list-style-type: none"> <li>• Tests – delivery, storage (including temperature, between 2-30°C), stock control and record keeping</li> <li>• Tests - actual testing process and any identified areas or stages of testing requiring ongoing quality assurance and/or extra assistance</li> <li>• Logistics in school, including volunteers, rooming, training, social-distancing, waste disposal, extra cleaning</li> <li>• How positive results are dealt with</li> <li>• Communication to all relevant stakeholders, including all aspects surrounding consent</li> </ul> </li> <li>• Students without appropriate IT/smartphone</li> <li>• Regular review of resources needed, the process and outcomes – feed back into school arrangements.</li> <li>• 06/01/2021: During Jan/Feb 3<sup>rd</sup> national lockdown, testing offered to key worker and vulnerable students attending and to staff who are in school on their rota days.</li> <li>• March 2021 – all students to be offered 3 on-site lateral flow tests during their first week back in school, if not part of community testing.</li> <li>• March 2021 – After initial programme of 3 tests in school, students provided with lateral flow tests to take home, twice a week</li> <li>• March 2021 - Staff provided with two lateral flow tests per week to do at home.</li> <li>• March 2021 - School to retain small on-site testing facility after initial testing programme for those staff and students unable or unwilling to do test at home.</li> </ul> <p>September 2021 - School to retain small on-site testing facility after initial testing programme for those staff and students unable or unwilling to do test at home</p>	<ul style="list-style-type: none"> <li>• Detailed testing plans generated: <ul style="list-style-type: none"> <li>• Explanation of process to students, staff and parents</li> <li>• Identify personnel required, plus back up. Ask for volunteers for testing operatives: <ul style="list-style-type: none"> <li>▪ Consider redeployment of certain staff</li> <li>▪ Ask for parent and governor volunteers</li> <li>▪ New duties identified and described</li> <li>▪ Staffing rotas in place.</li> </ul> </li> <li>• Team Leader(s) identified and all testing operatives registered, with DfE.</li> <li>• DfE training of staff and volunteers in all aspects of testing processes complete before deployment of personnel</li> <li>• Room(s) to be used: <ul style="list-style-type: none"> <li>▪ location,</li> <li>▪ set-up</li> <li>▪ extra equipment – tables, chairs, test tube racks, tissues, paper towels, sick bowls, hand sanitiser, Perspex screens, hand mirrors</li> <li>▪ ease of cleaning and maintaining Covid-19 hygiene</li> <li>▪ ambient temperature appropriate (between 15-30°C for Lateral Flow Tests to operate)</li> </ul> </li> <li>• Management of groups being tested; timetabling, supervision, maintenance of social distancing during movement and in post-test holding areas</li> <li>• Clinical issues in testing room, i.e., retching, vomiting and nose bleeds, prepared for and staff training and protocols in place</li> <li>• Swab handling protocols in place, including for dropped or displaced items</li> <li>• Clear signage in testing room</li> <li>• Clear written instructions to staff and students</li> <li>• DfE required registering and recording – bar code scanners ordered, named admin personnel, and back-up, in place</li> <li>• Informing public health Track and Trace as previously– named admin personnel, and back-up, in place</li> <li>• Sending home of positive cases <ul style="list-style-type: none"> <li>▪ Students – isolation room used to hold student, immediate collection by parents</li> <li>▪ Staff – sent home immediately</li> </ul> </li> <li>• School Covid-19 local results register maintained</li> <li>• Consent and GDPR issues managed – communicate with all stakeholders. If no smartphone, IT system set up in school.</li> <li>• DBS checks and supervision of volunteers in place</li> <li>• Site team duties, including cleaning, identified and actioned</li> <li>• Waste disposal <ul style="list-style-type: none"> <li>▪ Testing room procedures in place and understood by staff</li> <li>▪ Safe storage of school bio waste until the weekly collection by external contractors</li> </ul> </li> <li>• Cleaning rotas, including deployment of extra staff member</li> </ul> </li> <li>• March 2021 – detailed plans generated regarding upscaling of testing to cover returning year groups:</li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
			<ul style="list-style-type: none"> <li>Review small scale testing of staff which occurred in Jan/Feb, including cleaning and PPE requirements</li> <li>Decide on feasible numbers of students that might be tested within a school day or other time period if appropriate</li> <li>Decide on staffing levels needed to provide 3 tests per student per year group in first week of return to school. Check staff availability.</li> <li>Analyse student timetabling and option groups to ensure each student is offered 3 tests in first week</li> <li>Decide staffing levels needed to maintain small scale testing in school after initial testing programme</li> <li>Arrange admin for distribution of tests for home use</li> </ul>
(Attendance & Shielding cont'd)	2p Students - getting to and from school	<ul style="list-style-type: none"> <li>Significant numbers of CCHSG students travel on public transport (buses and trains) and on school buses where social distancing may be difficult to maintain</li> <li>There may be cancellations, restrictions to service, late-running, and/or general disruption to transport systems – liaise with transport providers</li> <li>December 2020 – Tier 4 introduced across Essex but not Colchester, Tendring and Uttlesford areas. Also Tier 4 in London.</li> </ul>	<ul style="list-style-type: none"> <li>Face coverings recommended when Covid-19 prevalence is high. CCHSG will still encourage face masks to be worn on public/school transport</li> <li>School travel plan to be produced – arrangements with transport providers to be investigated. Plan to include student safety advice</li> <li>Parents, children and young people are encouraged to refer to the <a href="#">safer travel guidance for passengers</a> from UK Government (28/05/2020).</li> <li>Promote and support attendance of all students, by working with parents</li> <li>Liaison with school transport providers once government decisions on opening required</li> <li>December 2020 – students must attend school, even if travelling from different tiers; only stay at home if unwell.</li> </ul>
	2q Students that travel long distances	<ul style="list-style-type: none"> <li>If ill during the day, there have been instances when some parents do not collect a sick student until the end of the day.</li> </ul>	<ul style="list-style-type: none"> <li>Create 'Covid-19 Code of Conduct' for parents - to be acknowledged as in agreement; will specify need for immediate collection of sick child amongst other things.</li> </ul>
	2r Adequate staffing levels	<ul style="list-style-type: none"> <li>Determine staffing numbers required for entire school population.</li> <li>Include support staff such as facilities, IT, midday and office/admin staff.</li> <li>Plans to respond to increased sickness levels are in place:</li> </ul>	<ul style="list-style-type: none"> <li>Staff absence reporting procedures embedded – all staff aware of importance</li> <li>Cover rotas and 'shadow rotas' in place.</li> <li>Include the following: <ul style="list-style-type: none"> <li>First aider</li> </ul> </li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
		<ul style="list-style-type: none"> <li>Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</li> <li>Redeployment – if taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.</li> </ul>	<ul style="list-style-type: none"> <li>Designated Safeguarding Lead (DSL)</li> <li>SENCO</li> <li>Adequate Caretaker/site team members</li> <li>Adequate office staff members</li> <li>Redeployment training/induction if necessary regarding unfamiliar tasks</li> </ul>
(Attendance & Shielding cont'd)	2s Outbreak management plan. From 19 July 2021	<ul style="list-style-type: none"> <li>Possibility of outbreaks in the school or in the local area, especially with potential coronavirus variants.</li> <li>Several confirmed cases within 14 days may indicate that the school has an outbreak.</li> <li>Work with health protection teams in the case of a local outbreak</li> <li>Obtain advice from the dedicated advice service; DfE helpline 0800 046 8687 and select option 1</li> <li>Outbreak Management Plans put into operation only as a last resort</li> </ul>	<ul style="list-style-type: none"> <li>Outbreak Management Plan should outline school continuity and school operation during an outbreak.</li> <li>If there is an outbreak in school or if central government offers the local area an enhanced response package, a director of public health might advise the school to temporarily reintroduce some control measures. This may include face coverings and/or bubbles.</li> </ul>
	2t Summer schools, August 2021	<ul style="list-style-type: none"> <li>Follow the <a href="#">protective measures for holiday and after-school clubs and other out-of-school settings during the coronavirus (COVID-19) outbreak.</a></li> </ul>	<ul style="list-style-type: none"> <li>Generate plans for activities, movement, rooming, staffing, monitoring of attendance and pastoral support, in line with guidance</li> <li>Staff attending to take LFT tests</li> </ul>

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3. Hygiene	3a Embed strict hygiene routines, especially hand-washing.  Continue from 19 July, 2021	<ul style="list-style-type: none"> <li>From 19 July 2021, personal hygiene emphasised and good personal routines required of students and staff</li> <li>Year by year integration back into school – shown routines and procedures</li> <li>In particular, hand washing, sneezing and/or coughing into tissues or sleeve, safe disposal of used tissues.</li> <li>Whole school compliance necessary to ensure parents, students and staff have sufficient confidence that attending school is safe and workable. Imperative on full opening.</li> <li>March 2021: re-enforce Covid-19 safety rules in light of whole school returning and full opening</li> <li>Extra handwashing facilities</li> </ul>	<ul style="list-style-type: none"> <li>Compliance voluntary but can be insisted upon</li> <li>Compliance - create student 'Covid19 Code of Conduct' to include hygiene, social distancing and personal responsibility. Includes approach to potential breaches of social distancing and hygiene rules, including in the case of repeat or deliberate breaches.</li> <li>Signage – 'Wash your hands', 'Use a tissue to sneeze /cough into', 'Dispose of used tissues safely', 'Catch it. Bin it. Kill it'.</li> <li>Tissues available in all classrooms.</li> <li>Students to bring their own tissues.</li> <li>Handwashing facilities installed externally</li> <li>March 2021: Staff to be extra vigilant, set good example regarding Covid-19 safe behaviours and everyone to ensure students are compliant despite easing of national lockdown</li> </ul>
	3b Cleaning  Continue from 19 July, 2021	<ul style="list-style-type: none"> <li>Maintain appropriate cleaning regimes</li> <li>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance.</a></li> <li>Rolling programme of deep-cleaning rooms and then sealing was started before Easter 2020 break; has now re-commenced</li> <li>All school holidays, including half terms – entire school deep clean</li> <li>'Wipe-down' cleaner already employed before closure to continually anti-viral wipe all surfaces - handles, switches, doors, phones, bins. Contracted hours to cover an entire school working day.</li> <li>Picnic tables and classroom desks need to be cleaned regularly – how and when?</li> <li>EWRA</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing programme (started before Easter) of deep-cleaning rooms and then sealing - until opening date(s) confirmed.</li> <li>Rota organised to allow sufficient time for enhanced cleaning regime to take place.</li> <li>Repurposed rooms (e.g., Hall) cannot be used for lettings – insufficient time to reassemble and clean.</li> <li>Daily confirmation of availability of adequate levels of cleaning staff.</li> <li>Two 'wipe-down' cleaners (continuous, scheduled and designated anti-viral wiping of 'contagion surfaces' – handles, switches, doors, phones, bins, picnic tables and desks, etc.) recruited to allow cleaning cover for full school hours from 8am – 6pm when we know opening date. (Cost claimable from government).</li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls – ACTION PLAN
		<ul style="list-style-type: none"> <li>January 2021 and March 2021 onwards – enhanced cleaning of Covid-19 test room and all other testing associated areas as required</li> <li>March 2021 – cleaning rota reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning rota – desks and chairs twice a day, once at lunchtime and once after school.</li> <li>Immediate sealing and deep cleaning of relevant classrooms, public spaces and the Isolation facilities if a student/staff member shows symptoms of Covid-19 in school.</li> <li>Class room desks bio-sprayed after every use</li> <li>Picnic tables – washed down after use.</li> <li>Source and utilise anti-bacterial spray that can be left to settle, rather than using wipes for enclosed areas e.g. toilets.</li> <li>January 2021 and March 2021– cleaning rotas in place for Covid-19 testing areas; extra cleaner deployed. Keep under review during initial mass testing on return to full opening</li> </ul>
(Hygiene cont'd)	3c Hand sanitisers Soap	<ul style="list-style-type: none"> <li>Amount of stock in school is approx. 6 months' worth.</li> <li>Suppliers – where from for best value for money and availability?</li> <li>EWRA</li> </ul>	<ul style="list-style-type: none"> <li>Ensure one year's supply of stock in school at current usage levels; ongoing sourcing and ordering of supplies.</li> <li>Students required to bring their own hand sanitiser and/or their own soap in a container. Items in student 'Covid19 Code of Conduct'.</li> <li>Students can purchase hand sanitiser in school on a non-profit basis – parental suggestion</li> </ul>
	3d Disposable paper towels	<ul style="list-style-type: none"> <li>Amount of stock in school</li> <li>Suppliers – where from for best value for money and availability?</li> <li>Hygienic disposal - EWRA</li> </ul>	<ul style="list-style-type: none"> <li>Ensure plentiful stock of paper towels – at least 6 months' supply.</li> <li>Hygienic disposal - bins in toilets regularly emptied throughout school day.</li> </ul>
	3e Contaminated waste disposal	<ul style="list-style-type: none"> <li>Waste disposal process in place for potentially contaminated waste, including masks, see 3f below.</li> <li>EWRA</li> <li>January and March 2021– test waste, especially swabs, to be carefully disposed following new guidelines in March 2021</li> </ul>	<ul style="list-style-type: none"> <li>Bio-hazard bins in place in Isolation Room</li> <li>Bio hazard bins extended to toilets and classrooms. Lidded bins in all rooms.</li> <li>Bins emptied when no one else present – people asked to move away.</li> <li>January and March 2021 – biohazard bins in testing room. Covid-19 test waste disposal protocols in place</li> </ul>
	3f PPE  From 19 July, 2021, face coverings will no longer be advised for students, staff and visitors either in classrooms or in communal areas.  From 19 July 2021, , face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.	<ul style="list-style-type: none"> <li>From 19 July, 2021, consider mask-wearing in school as a matter of personal choice</li> </ul> <p>Previous measures:</p> <ul style="list-style-type: none"> <li>Keep aware of continual updates as knowledge develops</li> <li>Do we have enough in stock and where can PPE items be sourced from?</li> <li>Masks/face coverings: March 2021 – masks/face coverings to be worn in secondary schools in both communal areas and in lessons – unless have written, formal medical reasons not to. Visors not considered to be adequate unless behind a Perspex screen 11/05/2020 - 'Coronavirus (COVID – 19): implementing protective measures in education and childcare settings': masks should be worn in instances when social distancing cannot be maintained, e.g., intimate care. 21/08/2020 – the WHO, in general recommendations to national Governments, noted that: 'The use of masks by children and adolescents in schools should (only) be considered as one part of a comprehensive strategy to limit the spread of COVID-19.'</li> </ul>	<ul style="list-style-type: none"> <li>PPE available to first aiders, kitchen staff and site team</li> <li>Mask-wearing a matter of personal choice but encouraged in communal areas</li> </ul> <p>Previous measures:</p> <ul style="list-style-type: none"> <li>Follow DfE guidelines.</li> <li>PPE to be continually ordered on a rolling programme.</li> <li>PPE starter pack to be provided for all staff and for key staff on a continual rolling programme.</li> <li>Recommend (non-key) staff have a personal supply of masks/face coverings going forward</li> <li>PPE must be worn by staff who are giving close care to students and/or where social distancing is difficult to maintain, e.g., first aid, Reception and Kitchen staff.</li> <li>Higher level PPE - visors, shoe covers, hazard suits – in stock as they may be needed in certain circumstances. Guidance on use to be given.</li> <li>Masks: Current DfE guidelines state that masks or face coverings are not recommended in schools; masks need only be worn in instances when social distancing cannot be maintained, e.g., intimate care. Taken from: 'Coronavirus (COVID – 19): implementing protective measures in education and childcare settings', dated 11May 2020.</li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls – ACTION PLAN
		<p><i>(Where there is social and physical distancing in place, this is less important than ‘engaging normally’.)</i>            25/08/2020. ‘Two metres or one: what is the evidence for physical distancing in Covid-19?’ (Includes mask-wearing risk assessment). BMJ.            28/08/2020 – UK Government – ‘Guidance for full opening: schools’. Masks mandatory in public areas, e.g., corridors, in schools in local lockdown areas; otherwise at Headteachers’ discretion. Re-assess after observing the first few days of full school opening and regularly thereafter.</p> <ul style="list-style-type: none"> <li>• Masks – should be used properly; useless or dangerous when not. UK Gov. 2020 advice (see previous bullet point): not for use in schools as poor handling of masks may ‘inadvertently increase risk of transmission’.</li> <li>• Safe handling of masks - there are no official UK guidelines for an educational setting. The European Centre for Disease Prevention and Control (ECDC) has recommendations (April 2020). Have a stock of sealable plastic bags in school for safe disposal.</li> <li>• Face visors might be a more useful covering for first aiders where a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting.</li> <li>• Face visors may be an alternative to masks for anxious staff/students who feel they need face protection. March 2021 new guidance states visors are not adequate in communal areas or when not behind a Perspex screen. Face masks are to be used.</li> <li>• Eye protection could also be worn - Goggles for first aiders?</li> <li>• Possibly supply PPE for key staff</li> <li>• Higher level PPE - visors, shoe covers, hazard suits – may be needed in certain circumstances.</li> <li>• January and March 2021 – Covid-19 test personnel will require visors/masks, gloves, aprons.</li> </ul>	<p>However, students and staff will be permitted to wear personally supplied face coverings/masks in school.            08/09/2020 – masks to be worn by staff and students in all communal areas of the school, e.g., corridors, unless eating. This follows operational feedback concerning year group bubbles potentially mixing when queuing to access the one way system and difficulty maintaining social distancing when moving through narrow corridors; efficacy of track and trace consequently optimised. Also to consider; the wide diversity of home locations travelled to and from by CCHSG students, resulting in the potential for non-local mixing within year groups.            March 2021 – masks/face coverings to be worn in classrooms or during activities if social distancing cannot be maintained. ECC/UK GOV.</p> <ul style="list-style-type: none"> <li>• When students wear a mask – safe handling must be adhered to: The European Centre for Disease Prevention and Control (ECDC) has the following (April 2020):               <ol style="list-style-type: none"> <li>1. Clean hands with soap and water or alcohol based hand sanitiser before putting on and taking off the mask</li> <li>2. When taking off the face mask, remove it from behind, avoiding touching the front</li> <li>3. Immediately dispose the face mask safely if it is disposable</li> <li>4. Washable facemasks should be washed, at 60°C using common detergent, as soon as possible after use</li> <li>5. Wash hands or apply sanitiser immediately after using the face masks.</li> </ol> </li> </ul> <p>School stock of plastic bags for disposal of masks - in place            All in the Student COVID-19 Code of Conduct.</p> <ul style="list-style-type: none"> <li>• Masks - on order, awaiting delivery. Aiming for a stock of 1500 in school.</li> <li>• Gloves - 1500 in stock. More gloves on order, awaiting delivery.</li> <li>• Face visors may be an alternative; students to supply their own if they wish but must adhere to the same strict safe handling protocols as for masks. March guidance 2021 face masks to be used.</li> <li>• 1,000 face visors in school from PTFA</li> <li>• Eye protection ordered for key staff – goggles/face visors</li> <li>• January and March 2021: Covid-19 testing staff must wear visors and masks, gloves, aprons – provided by school</li> </ul>
(Hygiene cont’d)	<p>3g PPE for staff delivering first aid and physical care</p> <p>3h PPE for canteen staff</p> <p>3i Clothing – School uniform</p>	<ul style="list-style-type: none"> <li>• <b>Continues</b></li> <li>• Ensure supply and usage</li> <li>• Masks already ordered are suitable for catering/office staff</li> <li>• Might need to access/clean isolation room when occupants are very ill.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Continues if preferred</b></li> <li>• Kitchen crowded; social distancing difficult</li> <li>• Masks already ordered are suitable for catering/office staff</li> </ul> <ul style="list-style-type: none"> <li>• Need to ensure hygiene – facilitate ease of laundering clothes</li> <li>• Ensure supply of spares to students without multiple items of uniform</li> <li>• Students will need waterproof, robust outerwear as student access to buildings will be limited</li> </ul>	<ul style="list-style-type: none"> <li>• Receptionists, admin offices’ personnel in close contact or dealing with staff or students, all first aiders, canteen staff and site team given, and required to wear, masks and gloves, plastic aprons and hazard suits, depending on circumstances. Guidance given on usage, especially to first aiders.</li> <li>• Yellow bio waste bin provided near to Isolation room for disposal of PPE.</li> <li>• Masks, visors and gloves for catering staff initially to be supplied by school. (Plastic aprons not to be used in the Kitchen).</li> </ul> <ul style="list-style-type: none"> <li>• <b>September 2021 – full uniform</b></li> <li>• September 2020 - full uniform</li> <li>• On PE days – either:               <ul style="list-style-type: none"> <li>• PE long trousers and PE top may be worn, or</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>Parents will need to be asked to ensure sufficient change of clothing items and shoes for school and additional waterproof items – may be cost problems for some.</li> <li>September 2020 – normal uniform expected (ECC)</li> </ul>	<ul style="list-style-type: none"> <li>navy joggers and navy sweatshirt if PE is on successive days (facilitate kit washing), or</li> <li>PE shorts may be required under the long trousers depending on activity</li> <li>on warmer days, PE shorts and PE top with kilt over the top. Longer trousers brought in on those days. Shorts on their own not acceptable.</li> <li>Students are required to remain outside the building before school, at break and lunchtimes. Access to buildings limited.</li> <li>Parents alerted to ensure they supply students with: <ul style="list-style-type: none"> <li>100% waterproof and robust outerwear (waterproof trousers and jackets) and footwear (solid shoes – appropriate trainers may be allowed if robust for wet conditions).</li> <li>A bag to keep waterproofs in (no lockers).</li> <li>A waterproof cover for backpacks.</li> <li>Something waterproof and light to sit on when outside on the field – e.g., lightweight jacket or small picnic mat.</li> <li>Base layer for winter – parents to be alerted.</li> <li>PPG will be used to cover these costs for relevant students and also for those students whose parents have suffered significant economic losses as a result of Covid-19.</li> </ul> </li> <li>Liaise with PTFA re spare uniform items.</li> <li>Economic sources of these items to be signposted to parents and carers.</li> <li>Inform students and parents and include in Covid-19 Code of Conduct.</li> </ul>
(Hygiene cont'd)	3j	Clothing - Staff	<ul style="list-style-type: none"> <li>Need to ensure hygiene; should be easily washable.</li> </ul>	<ul style="list-style-type: none"> <li>September 2021 – return to staff dress code</li> <li>Staff Dress Code – smart &amp; washable; smart trousers. Jackets optional.</li> <li>Staff informed.</li> </ul>
	3k	Kitchen	<ul style="list-style-type: none"> <li>From 19 July 2021, keep occupied spaces well ventilated</li> <li>Continue use of PPE if personally preferred</li> <li>Kitchen operations need to be beyond and above normal HACCP procedures</li> <li>EWRA</li> <li>Use a field servery – positioned outside near year group marquees. Health and safety risk assessment in place.</li> </ul>	<ul style="list-style-type: none"> <li>Covid-19 Kitchen Operations Policy drafted.</li> <li>Perspex screens for serving staff to be installed.</li> <li>Field servery protocols in place - service only, clear signage re maintaining social distancing and ongoing hygiene routines. Duty rota in place.</li> </ul>
	3l	<b>Ventilation</b>  From 19 July 2021, keep occupied spaces well ventilated	<ul style="list-style-type: none"> <li>Virus known to hang in the air in crowded and confined spaces, in particular Reception areas, toilets and classrooms.</li> <li>Reception use, normally busy, must be significantly reduced – dealt with in 4c below</li> <li>January 2021 and Contingency Planning, March 2021 onwards: ensure good ventilation practice continues even when school only open to key worker and vulnerable children</li> </ul>	<ul style="list-style-type: none"> <li>Open all windows at all times – particularly Reception, toilets if they have them and classrooms.</li> <li>Warm clothing layers may be needed for indoors on cooler days</li> <li>Care needed if using disinfectant air spray – can cause breathing difficulties.</li> <li>People with asthma or other respiratory issues to use designated toilets as not all sets of toilets have windows or ventilation systems.</li> <li>Queueing in general – avoid totally or if it has to be done, then 2m apart.</li> <li>Conduct school survey of areas needing ventilation instructions.</li> </ul>
	3m	Use of air con	<ul style="list-style-type: none"> <li>Some rooms have air con – blowing air with viral load and vents collect viral particles.</li> <li>All air con units were serviced and cleaned over Easter break.</li> </ul>	<ul style="list-style-type: none"> <li>Air con switched off when possible</li> <li>Use free standing heaters</li> <li>All windows to be opened</li> </ul>



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<b>4. Social distancing on return to school</b>  <b>From 19 July 2021, social distancing suspended</b>	4a	Embed strict social distancing rules.  <b>From 19 July 2021, social distancing suspended</b>	<ul style="list-style-type: none"> <li>Likely that all students will not all be in school at same time</li> <li>Whole school compliance necessary to ensure parents, students and staff have sufficient confidence that attending school is safe and workable. Imperative with full opening.</li> <li>EWRA</li> <li>Sharing of equipment</li> <li>March 2021: re-enforce Covid-19 safety rules and ensure compliance on return to full school opening</li> </ul>
	4b	DfE guidelines	<ul style="list-style-type: none"> <li>Awaiting DfE guidelines; staff, however, need to be aware of SLT planning and considerations.</li> </ul>
	4c	Reception and access to school <b>From 19 July 2021, social distancing suspended</b>	<ul style="list-style-type: none"> <li>Reception normally very busy, especially as students arrive in the morning; leads to high viral load in the air – see 3j above</li> <li>Deliveries</li> </ul>
	4d	Classrooms Corridors Sixth Form <b>From 19 July 2021, social distancing suspended</b>	<ul style="list-style-type: none"> <li>Classrooms very crowded when teaching full class of 32</li> <li>There are about 18 classrooms that are undersized and in some the teacher virtually sits in with the students, much less than 2 metres.</li> <li>Corridors narrow, particularly in Main Building</li> <li>Organisation of classrooms – rigorous application of social distancing and reduce social mixing</li> <li>Year group bubbles required (UK Gov. June 2020) – strict organisation, definition, control and limits needed.</li> <li>January 2021 and Contingency Planning, March 2021 onwards: review bubble sizes and management for when any students maybe in school</li> <li>Access to full curriculum facilitated</li> <li>Wearing of masks in communal areas and classrooms – under continuing review</li> <li><b>From 19 July, 2021, year group bubbles disbanded</b></li> </ul>
			<ul style="list-style-type: none"> <li>Items in 'Covid19 Student Code of Conduct'.</li> <li>Encourage students to self-regulate – including to modify greetings.</li> <li>Staff reiterate rules as often as necessary</li> <li>Modify greetings; say no to a handshake, high five, fist bump, etc., and students to definitely avoid hugging.</li> <li>Signage – Wall markings to indicate 2 metres. Notices to reiterate need for social distancing.</li> <li>Floor markings - washable floor mats with distance marking being ordered.</li> <li>Generally, equipment will not be shared.</li> <li>GMA raised issue of social distancing in school with local MP (WQ) and with EEC.</li> <li>January 2021 and Contingency Planning from March 2021 onwards: Staff in school during any future lockdown to be extra vigilant, set good example regarding Covid-19 safe behaviours and ensure students attending are compliant</li> </ul>
			<ul style="list-style-type: none"> <li>Consult with staff for further input.</li> </ul>
			<ul style="list-style-type: none"> <li>Doors/ windows open at all times – Receptionists need warm clothing in cooler weather</li> <li>Students to use multiple access points and not Reception to enter school. Entry and exit routes to the school are in place</li> <li>Delivery protocols in place and direction to drivers given by Receptionists when 'buzzing in'.</li> <li>If have to go through Reception, e.g. if late, to move through rapidly and not queue.</li> <li>Students remain outside before school unless accessing canteen for breakfast items</li> <li>Students needing to access Reception services to do so one at a time. Queue outside the Main doors, 2m apart. To be marked out.</li> <li>All in Covid-19 Student Code of Conduct.</li> </ul>
			<ul style="list-style-type: none"> <li><b>From 19 July, 2021, year group bubbles disbanded</b></li> <li>Year group bubbles – the bubble arrangement is determined by the size of the year group (maximum size 192 - Y7) March 2021: Adjust as necessary - size of bubbles, timetables and staffing (to minimise crossover) <ul style="list-style-type: none"> <li>Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.</li> <li>Students following a relatively normal curriculum - some movement but following the one-way system</li> <li>Students have a home classroom where they sit at a named desk.</li> <li>Detailed plans for Year group 'bubbles' created.</li> </ul> </li> <li>No queueing outside classroom, staff must be in classroom first whenever possible.</li> <li>Signage re keeping 2m apart when queuing.</li> <li>Class room organisation: <ul style="list-style-type: none"> <li>Furniture arranged to allow much space as practical between individuals</li> <li>Perspex screen between teacher and students</li> <li>Seating plans uploaded to a central folder in T Drive and not changed</li> <li>All students facing in the same direction – desks re-organised, all facing the front</li> </ul> </li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
			<ul style="list-style-type: none"> <li>Reduce social mixing – students stay with one desk partner in all similar lessons for the term.</li> <li>No group work/moving round the classroom</li> <li>Non-essential equipment and resources removed from rooms.</li> <li>Text books needed in Maths, RE. Controlled use required – maintain sets of books solely within teaching bubbles and ensure no cross supply from other bubbles, even if same year group.</li> <li>Teacher’s desk totally clear.</li> <li>Consider every other chair taped with a cross in, e.g., computing and language labs – no sitting.</li> <li>Guidance to be agreed and circulated to staff.</li> <li>Sixth Form: <ul style="list-style-type: none"> <li>Year 12 &amp; 13 assigned bubble areas. Extra spaces provided, including outside, and at lunchtime.</li> <li>Common Room zoned – screens between Years 12 and 13 areas.</li> <li>Masks worn in Common Room – Autumn term 2020</li> <li>Permission to leave school site for lunch available and potentially for Periods 4 and 5 if students have free Periods at that time.</li> <li>21/01/20. Sixth Form dedicated electronic sign in/out in place.</li> </ul> </li> <li>Students dismissal from lessons staggered</li> <li>Students to walk socially distanced and use one-way system in corridors</li> <li>All to be included in ‘Covid-19 Student Code of Conduct’, signed and students reminded to comply.</li> </ul>
(Social distancing cont’d)	4e	Staff Room From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Crowded, particularly for briefings.</li> <li>Communal kitchen area/coffee machine</li> </ul> <ul style="list-style-type: none"> <li>No gatherings in the staff room – maintain 2m distancing</li> <li>Number of chairs to be reduced or taped as not for use.</li> <li>Sanitiser and wipes at coffee machine and in general kitchen area.</li> <li>No staff briefings.</li> <li>Staff input to be sought.</li> </ul>
	4f	Staff Quiet Room From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Computer stations too close to each other re 2m apart</li> </ul> <ul style="list-style-type: none"> <li>Look at spacing - only work at every other computer station</li> <li>Limit number of chairs for sitting round the tables to work.</li> </ul>
	4g	Offices From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>English, Maths, Science, Humanities, PE, Lower School Pastoral, Tech admin offices – difficult to socially distance.</li> <li>Main admin office, Finance and NEETSA office; care needed but social distancing workable.</li> <li>CTTC –Admin office difficult to socially distance</li> </ul> <ul style="list-style-type: none"> <li>Wear own masks/PPE</li> <li>Teaching staff to work in classrooms, or Quiet Room if space available; maintain social distancing</li> <li>Support staff working from home when possible on a rota basis.</li> <li>Re-organisation of some offices</li> </ul>
	4h	Staff briefings From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Crowded gathering</li> </ul> <ul style="list-style-type: none"> <li>Teams / email updates</li> </ul>
	4i	CPD From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Crowded gatherings</li> </ul> <ul style="list-style-type: none"> <li>Online learning training, especially via Teams.</li> </ul>
	4j	Assemblies From 19 July 2021, social distancing suspended, assemblies resume in Autumn term	<ul style="list-style-type: none"> <li>Crowded, large gatherings – sitting in very close proximity</li> <li>Multiple queues into and out of venue, close proximity filing past others when inside venue</li> </ul> <ul style="list-style-type: none"> <li>Online</li> <li>Thought for the week to be provided once back in school, currently using Votes for Schools.</li> </ul>
	4k	Meetings, visitors, external contracted workers, deliveries From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Both external and internal meetings.</li> <li>External workers (premises and maintenance)</li> <li>Externally employed adults delivering learning in school, e.g., sports coaches, music tutors</li> </ul> <ul style="list-style-type: none"> <li>All meetings to run via Teams – none face to face</li> <li>Maintain link and departmental meetings either by Teams or 3CX.</li> <li>No visitors in school as far as possible; those that do come are made aware of school Covid-19 arrangements.</li> <li>Delivery arrangements in place – Receptionists ‘buzz in’ delivery drivers and give directions</li> </ul>

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			<ul style="list-style-type: none"> <li>External workers coming into school or onto school site must be certified fit to work and given a thermometer check and not come into contact with members of the school community.</li> <li>Externally employed adults delivering learning – made aware of school protocols</li> </ul>	
(Social distancing cont'd)	4l	Parent Consultation and Information Evenings From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Crowded gathering; large element of diverse social mixing</li> </ul>	<ul style="list-style-type: none"> <li>Cancelled - staff to call parent if there is a cause for concern</li> <li>Information documents to be provided electronically</li> <li>Parent consultation via TEAMS.</li> </ul>
	4m	Before school From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Crowded, large gathering in Dining Room from 8am until school opens at 8.30am.</li> <li>Crowded queuing for Breakfast service.</li> <li>Use of external marquees – designated for year group bubbles. Health and safety of all aspects of assembly and positioning and use of marquees to be risk assessed.</li> <li>From 19 July, 2021, year group bubbles disbanded</li> </ul>	<ul style="list-style-type: none"> <li>Marquees – assigned to particular year group bubble; usage protocols re safety, timings, social distancing, maintenance of bubble and hygiene directions and requirements in place. Signage clear and in place. All communicated to students and staff. Staff duty rotas in place – also include supervision of external toilets.</li> <li>Limited breakfast service, socially distanced as per Covid-19 kitchen policy. Students use marquees before going to their home classroom.</li> <li>Students to remain outside school buildings until 8.30am.</li> <li>Staggered entrance times after 8.30am. Each year group assigned particular entry doors and times; IT will unlock doors accordingly.</li> <li>Initially no tutor time – extended first lesson when registers taken? Some classes have shortened tutor time and pm registration in Period 4</li> </ul>
	4n	Break time From 19 July 2021, social distancing suspended, mixing at break time resumes	<ul style="list-style-type: none"> <li>Crowding and queueing in Dining Room</li> <li>Distanced seating areas required for break and lunch once students have their food; use dividers/s chairs facing in one direction/ exam desks?</li> <li>Use of external marquees – designated for year group bubbles Health and safety of all aspects of assembly and positioning and use of marquees to be risk assessed.</li> <li>From 19 July, 2021, year group bubbles disbanded</li> </ul>	<ul style="list-style-type: none"> <li>September 2020 – no canteen service at break. Break is movement time only. Students remain in Period 1 class room to eat snack, etc., and move to Period 2 room, if applicable, just before end of break time.</li> <li>Picnic tables to be positioned socially distanced on field, in front of CTC and on old tennis courts. Areas could be assigned to a particular Year group. Every other seat marked with a taped cross – no sitting. Map of suggested areas for tables agreed.</li> <li>Parent information to include notification that students will need waterproof coat, trousers and plastic sheet to sit on.</li> <li>Marquees – assigned to particular year group bubble; usage protocols re safety, timings, social distancing, maintenance of bubble and hygiene directions and requirements in place. Signage clear and in place. All communicated to students and staff. Staff duty rotas in place – also include supervision of external toilets.</li> </ul>
	4o	Lunchtime From 19 July 2021, social distancing suspended, mixing at lunchtime resumes	<ul style="list-style-type: none"> <li>Crowding and queueing in Dining Room</li> <li>Distanced seating areas required for break and lunch once students have their food.</li> <li>Extra queuing pressure at lunch for Paninis and lunch time activities</li> <li>Hygiene concerns surrounding students picking up own cutlery, plates, etc.</li> <li>Use of external marquees – designated for year group bubbles Health and safety of all aspects of assembly and positioning and use of marquees to be risk assessed.</li> <li>Severe wet weather arrangements (to apply only when raining very heavily and not when only damp or drizzly)</li> <li>From 19 July, 2021, year group bubbles disbanded</li> </ul>	<ul style="list-style-type: none"> <li>Staggered lunchtimes: rota for all year groups</li> <li>Covid-19 Kitchen Operations Policy in place</li> <li>Distanced seating arrangements required for break and lunch once students have their food</li> <li>Students in marquees for sandwiches/packed lunches. Marquees – assigned to particular year group bubble; usage protocols re safety, timings, social distancing, maintenance of bubble and hygiene directions and requirements in place. Signage clear and in place. All communicated to students and staff. Staff duty rotas in place – also include supervision of external toilets.</li> <li>Relocate Panini distribution point.</li> <li>Distribution of knives and forks from catering staff – students do not pick up cutlery from trays.</li> <li>Packed lunches – all outside; use all areas whilst maintaining social distancing. Patio areas to be opened up to designated year groups.</li> <li>Parent information regarding arrangements and students will need a rain coat.</li> <li>Packed lunches in the Hall by year group if raining heavily. Duty rota needed.</li> <li>All lunchtime activities and clubs temporarily cancelled.</li> <li>Wet weather:</li> </ul>

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			<ul style="list-style-type: none"> <li>Declared by most Senior Leader on site</li> <li>Eating in form rooms permitted</li> <li>Years 11, 12, 13 - have indoor bases</li> <li>Year 7 – there is a brief period whilst getting lunch when M block is cleaned – follows that Y7 can return to form rooms at lunchtime</li> <li>Years 8, 9, 10 – Site Team lunchtime cleaning schedule of form rooms suspended, students to clean their own form rooms at wet lunchtime. Duty staff re-deployed to supervise.</li> </ul>	
(Social distancing cont'd)	4p	Movement about the school	<ul style="list-style-type: none"> <li>Crowding</li> <li>Retain one way system in most crowded areas</li> <li>Keep occupied areas well ventilated</li> </ul>	<ul style="list-style-type: none"> <li>One way systems introduced</li> <li>Specific entrance and exit doors for year groups</li> <li>Controlled Dining room entrance / exit routes in place.</li> </ul>
	4q	End of day	<ul style="list-style-type: none"> <li>Crowded corridors, all students tend to exit by doors nearest to school front gates, locker areas crowded.</li> <li>Year group bubbles not maintained outside school</li> <li>From 19 July, 2021, year group bubbles disbanded</li> <li>Consider retaining a level of staggered dismissals to avoid crowding, especially in the car and bus parks</li> </ul>	<ul style="list-style-type: none"> <li>Staggered end of day</li> <li>Leave by variety of designated doors.</li> <li>Corridor one-way system applies at all times</li> <li>No lockers in use</li> <li>Sixth Formers with no lessons in the afternoon could leave to study off site (with parental permission)</li> <li>Look at Staff timetable – could consider if staff free P5 then can leave, provided no cover required and not on duty.</li> <li>Information to be forwarded to staff (via Code of Conduct or guidance email).</li> <li>Track and trace in operation in school – seating plans, etc.</li> </ul>
	4r	Toilets From 19 July 2021, social distancing suspended, mixing resumes	<ul style="list-style-type: none"> <li>EWRA</li> <li>External toilets purchased to allow 'year group toilet bubbles' in designated toilets – crowding possible, hygiene concerns</li> <li>Health and safety of all aspects of assembly and positioning and use of external toilets to be risk assessed.</li> <li>From 19 July, 2021, year group bubbles disbanded</li> </ul>	<ul style="list-style-type: none"> <li>Toilet policy developed</li> <li>Instructions, direction and signage surrounding use of external toilets in place – maintain year group bubbles, social distancing at all times and hand washing. Supervision duty rota as for marquees.</li> <li>From 19 July, 2021, year group bubbles disbanded</li> </ul>
	4s	Use of lockers From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Crowding</li> <li>If used would need to be bio cleaned every day; multiple 'contagion surfaces'</li> </ul>	<ul style="list-style-type: none"> <li>Students to not use lockers. Must be emptied and padlock taken home on first day back in school.</li> </ul>
	4t	Water taps and fountains From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Queues. Some potential for crowding</li> </ul>	<ul style="list-style-type: none"> <li>All students instructed to bring a water bottle each day.</li> <li>Filling water bottles only – not for direct drinking</li> <li>Signage – and reminders to wash hands at same place.</li> <li>'Wipe-down' cleaners to prioritise water stations and surrounding areas during the school day.</li> </ul>
	4u	Vending machine From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Crowding; long queues. Also positioned at a main entrance (6<sup>th</sup> Form) and where students queue for the Dining Room.</li> </ul>	<ul style="list-style-type: none"> <li>Temporarily closed.</li> <li>Students bring own snacks.</li> </ul>
	4v	PE From 19 July 2021, social distancing suspended, activities resume, changing rooms open	<ul style="list-style-type: none"> <li>Awaiting government advice as some countries have stopped PE</li> <li>Changing rooms crowded – not possible to distance</li> <li>Long time in close proximity when changing – clothing and shoes also being shaken into air during process</li> <li>Social distancing when exercising, and out of breath, considerably more than 2m; also, during games and normal PE, students are constantly moving into others' exhalation zones.</li> <li>Handling of equipment – hygiene cannot be maintained</li> </ul>	<ul style="list-style-type: none"> <li>If operating, Covid19 PE arrangements (pass to staff/parents/students): <ul style="list-style-type: none"> <li>PE changing rooms will not be able to be used</li> <li>When students have PE, they come into school in their PE top, PE shorts, school skirt over the top, coat and PE trainers.</li> <li>Students will need a bag to take any PE kit home as no lockers being used.</li> <li>If the weather is fine – students take their bags out to the field and change to PE. Use Year group marquees for bags/changing shoes etc</li> <li>If the weather is wet –classes allocated to Sports Hall, Gym – bags to be left at the edges of the room. Check timetable re Hall and lunch time overlap.</li> </ul> </li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
			<ul style="list-style-type: none"> <li>• The following activities will take place (all of which have been selected as they do not use equipment which needs to be held, and students are able to keep a safe distance from each other):</li> <li>• Walking</li> <li>• Individual workouts</li> <li>• Yoga</li> <li>• Dance</li> <li>• Athletics track events with social distancing</li> <li>• General information: Each PE group will be on a different activity and will rotate each lesson. This will be a trial for the first couple of weeks to see how it works. We will also be keeping an eye on various sporting governing bodies to keep up to date with their advice as well.</li> <li>• Year 12 core PE; suspended initially. Well-being walk could take place in PSHCE, supervised by Form Tutor, and PSHCE activities could take place at registration time.</li> <li>• Changing rooms have been cleaned and locked. 30/04/2020</li> </ul>
(Social distancing cont'd)	4w Practical subjects – Science, Art, Healthy Living, Music & Drama. IT <b>From 19 July 2021, social distancing suspended</b>	<ul style="list-style-type: none"> <li>• Close proximity of students to each other – not possible to distance with full class in room</li> <li>• Handling of equipment – hygiene cannot be maintained</li> <li>• IT/Computing – close working with students at computers to be modified</li> <li>• CLEAPSS guidance – released 10/08/2020 and updated 17/08/2020 'Practicals should be limited to work that is essential to learning. Demonstrations should be used where possible and where progress is not impeded.'</li> <li>• Follow CLEAPSS guidance updates</li> <li>• 30/11/2020 – music activities review (after lockdown 2)</li> <li>• <b>From 19 July, 2021, year group bubbles disbanded</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>From 19 July, 2021, year group bubbles disbanded</b></li> <li>• Healthy Living finishes in May. (From September, could be demonstrations; large screen in room)</li> <li>• Sciences:               <ul style="list-style-type: none"> <li>• Jan 2021 and Contingency Planning, March 2021 onwards: CLEAPSS GL339 – no science practical activities should be set for students to carry out at home. CLEAPSS GL343 Version 2.02 17/08/20:</li> <li>• Equipment can be shared by students within the same bubble.</li> <li>• Teachers will need their own set of equipment for demonstrations and to show students how to carry out activities themselves.</li> <li>• Equipment being transferred between bubbles is quarantined for 72 hours</li> <li>• Eye protection will need to be sanitised between every use by immersing in a Milton sterilising solution and then allowed to air dry or quarantining for 72 hours.</li> <li>• Practical lessons or demonstrations can only be carried out in a non-lab environment after discussion with the Head of Department who will consult with the Senior Lead for Science</li> <li>• Each room used for practical work will have a pack for emergency use only</li> <li>• A digital camera or visualizer can be used to project demonstrations. January 2021 – webcams now in all teaching rooms to aid online provision of live lessons.</li> <li>• Where students need to use a fume cupboard the social distancing rule will need to apply</li> <li>• The following activities should not be carried out: check cell sampling, lung volume/capacity and other breathing based activities, activities which make use of saliva and activities which make use of straws or other equipment for blowing through e.g. blowing through lime water</li> <li>• Students and staff must wash their hands before and after handling any equipment.</li> </ul> </li> </ul>

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			<ul style="list-style-type: none"> <li>Alcohol based hand gels are a real fire risk in labs and should not be used in science labs. Non-alcohol based hand gels will be available in the science labs.</li> <li>Art: <ul style="list-style-type: none"> <li>Students will be asked to use their own materials and equipment.</li> </ul> </li> <li>Designated areas limiting student movement will be marked out in the Art Rooms.</li> <li>Music – no musical instruments. Need to consider guidance regarding singing – may not be able to do this. Music subject bubbles cannot be timetabled; bio-cleaning necessary between groups using the same room – rota in place 30/11/2020 – singing, wind and brass reintroduced after lockdown 2.</li> <li>Drama – no activities where there is close contact</li> <li>IT – purchase software to allow teacher remote access to students' computers. IT/computing subject bubbles cannot be timetabled; bio-cleaning necessary between groups using the same room – rota in place</li> </ul>	
(Social distancing cont'd)	4x	Library From 19 July 2021, social distancing suspended, mixing resumes	<ul style="list-style-type: none"> <li>Constricted and crowded – social distancing unworkable during lessons</li> <li>Lunchtime use – very crowded</li> </ul>	<ul style="list-style-type: none"> <li>Currently closed as being moved</li> <li>Once all books returned, will not be re-opened immediately.</li> <li>Space being re-modelled into a classroom before students return.</li> <li>Small area between Library and Careers room to be used for book returns only when school is open, with one librarian and one student at a time and social distancing.</li> <li>Will consider usage of new library when appropriate; limited access, rotas, etc.</li> </ul>
	4y	Before and after school clubs and activities From 19 July 2021, social distancing suspended, clubs and activities resume	<ul style="list-style-type: none"> <li>Review practicalities</li> <li>New guidance – 28/09/2020. 'Protective measures for holiday and after-school clubs, and other out-of-school settings, during the coronavirus (Covid-19) outbreak.' DfE.</li> <li>March 2021 – can be re-instated if feasible</li> </ul>	<ul style="list-style-type: none"> <li>School approach to be put in place, with necessary protective measures, when practical to do so.</li> <li>March 2021 – staffing context, timetabling, cleaning rotas and bubble arrangements will determine if and when activities can resume</li> </ul>
	4z	Emergency evacuations From 19 July 2021, social distancing suspended	<ul style="list-style-type: none"> <li>Crowding</li> <li>PEEPs kept up to date for those attending</li> <li>Parents and staff need to inform school of temporary mobility issues.</li> </ul>	<ul style="list-style-type: none"> <li>Confirm evacuation routes from rooms being used. Signage in place. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></li> <li>Procedures for PEEPs in place – buddies assigned according to available persons.</li> <li>Informing school of temporary mobility issues in Covid-19 Code of Conduct and /or parents' compliance document.</li> <li>Advice from Ellis Whittam (Alpha Trust H &amp; S consultants and provider) – leave building as soon as possible – implement social distancing in fire lines once everyone is safely outside.</li> </ul>
	4aa	Public exams and 11 + Certain Covid-19 protocols remain	<ul style="list-style-type: none"> <li>Review practicalities</li> <li>Large numbers of people from different locations</li> </ul> <p>Previous measures:</p> <ul style="list-style-type: none"> <li>New date(s) and protocols in place for 11+. September 2020.CSSE.</li> </ul>	<ul style="list-style-type: none"> <li>11+ parent drop-off and sign in process amended</li> <li>Candidates maintaining social distancing at all times; masks, hand sanitising, seating arrangements outside exam room</li> <li>Exam room arrangement - socially distanced arrangements of desks and all personnel – multiple exam locations.</li> <li>Exam room protocols - in place and managed appropriately, i.e., face coverings, screens, hand sanitising, etc.</li> <li>Toilets – designated in exam and/or year group bubble</li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
		<ul style="list-style-type: none"> <li>New protocols in place for Autumn 2020 series of public exams – ‘School and College Responsibility for Autumn Exams’. DfE 29/09/2020.</li> <li>Will need significant numbers of staff to manage exam proceedings</li> </ul>	<ul style="list-style-type: none"> <li>Breaks between exams – socially distanced, controlled and managed by staff</li> <li>Cleaning of exam desks, chairs, etc. during breaks, as appropriate</li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
<b>5. Events, trips, visits</b>  Under ongoing review	5a	Educational trips and visits, foreign exchange visits, Year 13 Leavers’ Ball, Activities Day trips <ul style="list-style-type: none"> <li>Social distancing unworkable</li> <li>Venues might not be open and travel restrictions in place</li> <li>New guidance – 28/09/2020. ‘Protective measures for holiday and after-school clubs, and other out-of-school settings, during the coronavirus (Covid-19) outbreak.’ DfE.</li> <li>March 2021 – educational visits do not yet resume. UK GOV/ECC</li> </ul> September 2021: <ul style="list-style-type: none"> <li>From September 2021, the school can run international visits that have previously been deferred or postponed and can organise new international visits for the future.</li> <li>Trips must comply with international travel legislation and should have contingency plans in place to account for any changes to green/amber/red lists.</li> </ul>	<ul style="list-style-type: none"> <li>Cancelled or postponed.</li> <li>Insurance and compensation investigated and followed up.</li> <li>Review regularly.</li> </ul>
	5b	School events	<ul style="list-style-type: none"> <li>Choral competition, music concerts, drama production, Sports Awards Evening, etc. – all large, crowded gatherings.</li> </ul>
	5c	DofE	<ul style="list-style-type: none"> <li>Awaiting status confirmation.</li> </ul>
	5d	Governor Visit Days	<ul style="list-style-type: none"> <li>Social distancing unworkable</li> </ul>
	5e	New Staff induction	<ul style="list-style-type: none"> <li>New staff induction normally in July – social distancing issues</li> </ul>
	5f	New Y12 induction	<ul style="list-style-type: none"> <li>Need to continue to build new Year 12 for September</li> </ul>
	5g	New Y7 induction	<ul style="list-style-type: none"> <li>Entry admin and essential information</li> <li>Uniform</li> <li>Familiarisation with school and Y7 form tutor</li> </ul>
	5h	Y5 Tours and Principal’s Talk	<ul style="list-style-type: none"> <li>Very crowded. Considerable diverse social mixing.</li> </ul>

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<b>6. Communication</b>  From 19 July 2021, social distancing suspended	6a	All stakeholders	<ul style="list-style-type: none"> <li>Communicate widely, transparently and often with all possible stakeholders to avoid mistrust</li> <li>Build trust and confidence in school procedures in current uncertain times to allay fears and facilitate students being sent to school.</li> <li>Full and timely communication is a basic and essential requirement to underpin student confidence so as to establish good health and learning behaviour in students.</li> </ul>	<ul style="list-style-type: none"> <li>Detailed, transparent and ongoing communication to all stakeholders, students, parents and staff, confirming that government advice is being followed, all elements that contribute to school safety are being considered, problems forestalled and appropriate actions implemented.</li> <li>Governors consulted on full opening plans.</li> <li>Governors are clear on their role in the planning and full opening of the school, including support to leaders.</li> <li>Union representatives consulted on full opening plans</li> <li>Risk Assessment published on website</li> <li>Communications with parents on the: <ul style="list-style-type: none"> <li>Plan for full opening</li> <li>Social distancing plan</li> <li>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>Attendance</li> <li>Uniform</li> <li>Transport</li> <li>Behaviour</li> <li>Test and trace</li> <li>Staggered start and end times</li> <li>Expectations when in school and at home (if self-isolating is necessary)</li> </ul> </li> <li>Student communications around: <ul style="list-style-type: none"> <li>Changes to timetable</li> <li>Social distancing arrangements</li> <li>Staggered start times</li> <li>Expectations when in school and at home (if self-isolating is necessary)</li> <li>Travelling to and from school safely</li> </ul> </li> <li>On-going regular communication plans determined to ensure parents are kept well-informed and up to date</li> </ul>
	6b	Parental concern and anxiety re sending their children to school	<ul style="list-style-type: none"> <li>Clear and transparent communication regarding all the measures that are being put in place to ensure student safety and allay parental anxieties and maximise likelihood that students will attend school.</li> </ul>	<ul style="list-style-type: none"> <li>Before opening - email/Schoolcomms explaining every action being taken in detail. KEY MESSAGE we are following government guidance.</li> <li>Regular email/Schoolcomms to review measures and any changes.</li> </ul>
	6c	Student compliance and understanding	<ul style="list-style-type: none"> <li>Ensure safety of whole school environment – imperative with full opening</li> <li>Ensure co-operation of all students to promote physical safety and build trust in CCHSG PSO procedures to build feelings of psychological safety</li> </ul>	<ul style="list-style-type: none"> <li>All students read and acknowledge the 'Covid-19 Student Code of Conduct'.</li> <li>Tutors and Year Leaders reiterate hygiene and social distancing requirements.</li> </ul>
	6d	Signage	<ul style="list-style-type: none"> <li>Distancing information, hygiene information, instructions, one-way system, exits and entrances.</li> </ul>	<ul style="list-style-type: none"> <li>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</li> <li>Photos of new arrangements in school sent to students before they start.</li> <li>As also detailed above in a number of contexts.</li> <li>Exit and entry routes to the school are in place. Signage in place to indicate physical changes and give directions.</li> </ul>
	6e	Meetings	<ul style="list-style-type: none"> <li>All meetings, including governors and Trustees</li> </ul>	<ul style="list-style-type: none"> <li>Use Teams</li> </ul>
	6f	Year 6 transition data	<ul style="list-style-type: none"> <li>KS2 data not available this year</li> <li>Alpha Trust summary of possible Year 6 data requests to be prepared</li> </ul>	<ul style="list-style-type: none"> <li>Use Alpha Trust document with feeder primary schools where appropriate</li> </ul>



Risk Category	Risk Sub-category		Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
7. Finance	7a	Short term	<ul style="list-style-type: none"> <li>Extra expenditure needed for PPE, re-organisation of school building, signage, cleaning, in-school testing, etc.</li> <li>Some support staff furloughed</li> <li>Insurance claims – including for cancelled/postponed trips and visits</li> </ul>	<ul style="list-style-type: none"> <li>Additional costs documented. Use reserves – securing supplies of paramount importance</li> <li>Budget planning will need adjusting</li> <li>Arrangements to return any furloughed staff are in place.</li> <li>Insurance claims pursued</li> </ul>
	7b	Longer term	<ul style="list-style-type: none"> <li>Loss of revenue from lettings</li> <li>Premises lettings planning after full opening - consider feasibilities of cleaning, re-organising repurposed rooms, e.g., Hall.</li> </ul>	<ul style="list-style-type: none"> <li>All lettings cancelled until end of August – autumn term will be decided in the relevant context (swimming; NCT; Music Exams; External Dance Show; Scouts; Railway Exhibition etc.)</li> <li>Lettings after full opening – likely to be very limited – keep under constant review.</li> <li>Budget planning will need adjusting</li> </ul>
	7c	Budget planning	<ul style="list-style-type: none"> <li>High probability of reduced school reserves, income</li> </ul>	<ul style="list-style-type: none"> <li>Budget-setting more complex going forward; all scenarios contemplated and worked through.</li> </ul>

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8. Wellbeing	8a	Students	<ul style="list-style-type: none"> <li>Students may experience personal difficulties re Covid-19 in short or long term, including anxieties.</li> <li>Bereavement</li> <li>Breakdown in family relationships</li> <li>Family financial difficulties, including increased FSM eligibility.</li> <li>Pupil re-orientation – imperative on full opening</li> <li>Transition into new year groups</li> <li>Access to full curriculum</li> <li>Relevant and rigorous reconnection of students with teaching and learning</li> <li>January 2021 – 3<sup>rd</sup> national lockdown: <ul style="list-style-type: none"> <li>schools closed to all students except key worker and vulnerable children</li> <li>Vulnerable students are also those not engaging online at home</li> <li>06/01/2021- ‘Teacher assessments will replace GCSE and A Level exams for Summer 2021’ Details currently unknown.</li> <li>Year 13 mocks had been scheduled for early January</li> </ul> </li> <li>March 2021 – reconnection and student wellbeing monitored, especially in light of January and February national lockdown and uncertainty surrounding GCSE and A Level grading procedures for Summer 2021</li> </ul> <p><b>From 19 July 2021:</b></p> <ul style="list-style-type: none"> <li>Vulnerable children learning online at home must still receive FSM if eligible.</li> </ul>	<ul style="list-style-type: none"> <li>Recognition of student circumstances.</li> <li>Even more awareness of PPG and vulnerable groups</li> <li>Staff prepared for receiving any potential disclosures</li> <li>Staff meetings, INSET days, relevant staff training in place</li> <li>Form tutors and teachers particularly aware that Covid-19 may cause distress in students, especially those students not previously showing anxieties – be aware, report and support.</li> <li>PSHCE lessons and tutor time to address Covid-19 experiences and concerns when students back in school</li> <li>Staff to be made aware of Covid-19 related bereavements.</li> <li>School counsellor available via Microsoft Teams/Zoom</li> <li>School nurse available for on line appointments</li> <li>‘I can I am’ programme for Year 9 upwards</li> <li>Staff CPD with OM Health and Wellbeing Consultancy</li> <li>Bereavement Policy amended</li> <li>Approach to preparing students for a return to academic work and new social situations is developed and shared by all teaching staff – including reviewing and adjusting learning plans</li> <li>Whole school approach to adapting the curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising ‘non-curriculum’ learning that has been done</li> <li>capturing student achievements/ outcomes</li> <li>utilising the DFE ‘catch-up’ funding and programmes</li> </ul> </li> <li>The following should be reviewed regularly and take into account updated UK Government advice: <ul style="list-style-type: none"> <li>PE – including non-contact sports</li> <li>Practical science lessons</li> <li>Food Technology</li> </ul> </li> <li>Re-orientation support for school leavers is required</li> <li>Online/ website support for families and students around transition including vulnerable and SEND children</li> <li>Reconnection funding from UK Gov - plan in place</li> </ul> <p>January 2021 and Contingency Planning, March 2021 onwards:</p>

				<ul style="list-style-type: none"> <li>• Students already identified as needing reconnection intervention, continue to be monitored.</li> <li>• Attendance at online lessons scrupulously monitored.</li> <li>• Students not engaging with lessons to be classified as vulnerable and asked to attend lessons in school</li> <li>• Laptop/tablet provision for PPG and other families in place – applications made for all forms of government allocations</li> <li>• Pastoral staff make safeguarding calls at least weekly to vulnerable and struggling students</li> <li>• Student assessments to take place as soon as students can come into school and be supervised.</li> <li>• FSM –distribution of vouchers in place, using government preferred system</li> <li>• March 2021 – reconnection issues monitored on return to school and appropriate interventions and support put into place and/or encouraged</li> </ul>
(Wellbeing cont'd)	8b	Staff	<ul style="list-style-type: none"> <li>• Adapting to changing personal and professional circumstances.</li> <li>• Some staff may experience anxieties.</li> <li>• January 2021 – 3<sup>rd</sup> national lockdown. All staff in school at least weekly on a rota – difficulties for some after nationally enforced isolation at Christmas</li> <li>• March 2021 – staff wellbeing monitored on return to full opening</li> </ul>	<ul style="list-style-type: none"> <li>• Recognition of staff circumstances</li> <li>• Line managers communicate regularly re wellbeing.</li> <li>• January 2021 and Contingency Planning, March 2021 onwards: Staff attending one day per week minimum (for supervision of attending key worker and vulnerable students) gives opportunity for regular drop-ins as a strategy for supporting staff and identifying any issues</li> <li>• Ongoing relevant staff training</li> <li>• Staff wellbeing support including Employee Assistance Programme – encourage staff to access</li> <li>• Awareness – positive interventions and support offered by line managers and senior staff</li> <li>• Bereavement Policy amended</li> </ul>