

## COVID – 19 CCHSG Preparation for School Opening (PSO) September 2020 – Planning Table: risk analysis, assessment and controls. (02/09/2020)

### 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.

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.
- All DfE Guidance relating to Covid-19, including 'Guidance for full opening: Schools. Updated 28 August 2020.'
- 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
- Plus all relevant school policies and procedures – ongoing and amended if necessary.

## Linked Documents

Risk Assessments	COVID-19 new policies and protocols	Amended policies
Ellis Whittam (EWRA) Juniper/ECC	First Aid procedures COVID-19 Kitchen Operations Policy Toilet policy Staff, Student and Parent Codes of Conduct <a href="#">COVID19: Cleaning in non-healthcare settings guidance.</a>  Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'  Alpha Trust – Principles for Full School Opening	Safeguarding and Child Protection E-safety Bereavement Equality & Diversity Health & Safety Behaviour Sanctions & Rewards

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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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>• Full opening plans require review of and adjustments made to current document - highlighted</li> </ul>	<ul style="list-style-type: none"> <li>• September 2020</li> <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: <ul style="list-style-type: none"> <li>• Ongoing via SLT, Year Leaders, Form Tutors and subject teachers.</li> </ul> </li> </ul>
	1b	Opening date different for different student year groups	<ul style="list-style-type: none"> <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> </ul>	<ul style="list-style-type: none"> <li>• See items below in 'Social distancing' and 'Hygiene'</li> <li>• September 2020: <ul style="list-style-type: none"> <li>• Thursday 03 September – Years 7, 9, 12</li> <li>• Friday 04 September – Years 7, 9, 11, 12, 13</li> <li>• Monday 07 September – All years</li> </ul> </li> <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> <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.</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.</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</li> </ul>
	1c	Future closures and re-openings	<ul style="list-style-type: none"> <li>• Possible that schools will close again if there is a second wave of disease, change to disease epidemiology, significant staff absence, etc.</li> <li>• School opening and operation during local Covid-19 outbreaks – Guidance from DfE, 28 August - local decision-making processes yet to be finalised.</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.</li> <li>• School stays open for vulnerable students and children of key workers – staff rotas organised.</li> <li>• On-line learning continues</li> <li>• Contingency plans for remote learning and/or possible partial opening of school in hand and maintained.</li> </ul>
	1d	September opening	<ul style="list-style-type: none"> <li>• Need to review and adjust all plans for September opening (in-school vaccination programme a possibility)</li> </ul>	<ul style="list-style-type: none"> <li>• Review and adjust plans for September depending upon whether have been able to open in June and outcomes from partial re-opening.</li> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
2. Attendance and shielding	2a Students and staff who have been classified as 'clinically extremely vulnerable'.* *UK Gov. definition, 18 May 2020: Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in this group. <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> People in this group should have been contacted to tell them they are extremely clinically vulnerable	<ul style="list-style-type: none"> <li>• Advised by UK Gov. to shield</li> </ul>	<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>• No restrictions to students or staff attending full school opening unless have tested positive for coronavirus</li> </ul>
	2b Students living in a household with someone who is 'extremely clinically vulnerable'.	<ul style="list-style-type: none"> <li>• UK Gov. advice from 1<sup>st</sup> June 2020 re attendance now available</li> <li>• Reassure parents that student can stay at home and work on-line.</li> </ul>	<ul style="list-style-type: none"> <li>• Only attend 'if stringent social distancing can be adhered to'. (UK Gov. June 2020)</li> <li>• Add student to vulnerable category but off-site</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> </ul>
	2c Students who are clinically vulnerable	<ul style="list-style-type: none"> <li>• Students may have the following (UK Gov., May 2020):               <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> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Only attend 'if stringent social distancing can be adhered to'. (UK Gov. June 2020)</li> </ul>

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		<ul style="list-style-type: none"> <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>	
(Attendance & Shielding cont'd)	<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> </ul>	<ul style="list-style-type: none"> <li>Only attend 'if stringent social distancing can be adhered to'. (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.</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> <p>2f Staff living with someone in their household who has Covid-19 symptoms</p> <p>2g Students showing Covid-19 symptoms</p> <p>2h Students who are mildly unwell at home and not showing Covid-19 symptoms</p> <p>2i Staff showing symptoms</p>	<p>2e</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 until test result known</li> <li>EWRA</li> </ul> <p>2f</p> <ul style="list-style-type: none"> <li>Staff – key worker testing available</li> <li>EWRA</li> </ul> <p>2g</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>EWRA</li> </ul> <p>2h</p> <ul style="list-style-type: none"> <li>Puts unnecessary pressure on staff if they have to attend in medical room</li> </ul> <p>2i</p> <ul style="list-style-type: none"> <li>Staff - testing is now available to school staff</li> <li>Staff - There may be delay between testing and results</li> </ul>	<p>2e</p> <ul style="list-style-type: none"> <li>Students – do not attend; continue online learning. (UK Gov. June 2020)</li> </ul> <p>2f</p> <ul style="list-style-type: none"> <li>Staff – if family member has positive test – work from home, if feeling well, for 10 days</li> </ul> <p>2g</p> <ul style="list-style-type: none"> <li>Students – positive test - do not attend school</li> <li>Parents/carers follow normal sickness absence notification procedures.</li> </ul> <p>2h</p> <ul style="list-style-type: none"> <li>If unsure, parents to err on side of caution and not send student into school.</li> </ul> <p>2i</p> <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</li> </ul>

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		<ul style="list-style-type: none"> <li>EWRA</li> <li>All cases – report immediately to the appropriate local health protection team and take their advice. (28/08/2020 - details to follow).</li> </ul>	<ul style="list-style-type: none"> <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>Take government advice and institute consequent appropriate action. Communicate required actions to all stakeholders</li> </ul>	
(Attendance & Shielding cont'd)	2j	Students showing symptoms in school	<ul style="list-style-type: none"> <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>All cases – report to appropriate government team and take advice. (Details from Essex Local Authority to follow)</li> </ul>	<ul style="list-style-type: none"> <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</li> <li>Take government advice and institute consequent appropriate action. Communicate required actions to all stakeholders</li> </ul>
	2k	Isolation room	<ul style="list-style-type: none"> <li>Necessary to prevent contagion</li> </ul>	<ul style="list-style-type: none"> <li>G28 –room cleared and Portaloo installed.</li> <li>First aider to equip room with sick bowls, water, etc., when students are due to return.</li> <li>PPE for staff dealing with sick children to be available.</li> <li>Room to be bio-cleaned after each use – Site Team/Cleaner</li> <li>Large Yellow bio waste bin available - ordered</li> </ul>
	2l	Tracking, tracing and testing	<ul style="list-style-type: none"> <li>Testing available to all key workers</li> <li>Engage with Test and Trace – more information from: <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>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>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 and public health guidance for more information</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> </ul>
	2m	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> </ul>	<ul style="list-style-type: none"> <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> </ul>

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Attendance & Shielding cont'd)	2n	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>
	2o	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: <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> </ul> </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>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> <li>Designated Safeguarding Lead (DSL)</li> <li>SENCO</li> <li>Adequate Caretaker/site team members</li> <li>Adequate office staff members</li> </ul> </li> <li>Redeployment training/induction if necessary regarding unfamiliar tasks</li> </ul>

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3. Hygiene	3a	Embed strict hygiene routines, especially hand-washing.	<ul style="list-style-type: none"> <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>Extra handwashing facilities</li> </ul>	<ul style="list-style-type: none"> <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> </ul>
	3b	Cleaning	<ul style="list-style-type: none"> <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 break; has now re-commenced</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> <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> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls – ACTION PLAN
			<ul style="list-style-type: none"> <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> </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> </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> </ul>
	3f PPE  PPE Cont'd	<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: 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: <i>'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.'</i> (Where there is social and physical distancing in place, this is less important than 'engaging normally'.) 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.</li> <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</li> <li>Eye protection could also be worn - Goggles for first aiders?</li> <li>Possibly supply PPE for key staff</li> </ul>	<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: <i>'Coronavirus (COVID – 19): implementing protective measures in education and childcare settings', dated 11May 2020.</i> However, students and staff will be permitted to wear personally supplied face coverings/masks in school.</li> <li>If students wish to 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>Clean hands with soap and water or alcohol based hand sanitiser before putting on and taking off the mask</li> <li>When taking off the face mask, remove it from behind, avoiding touching the front</li> <li>Immediately dispose the face mask safely if it is disposable</li> <li>Washable facemasks should be washed, at 60°C using common detergent, as soon as possible after use</li> <li>Wash hands or apply sanitiser immediately after using the face masks.</li> </ol> <p>School stock of plastic bags for disposal of masks - in place All in the Student COVID-19 Code of Conduct.</p> </li> <li>Masks - on order, awaiting delivery. Aiming for a stock of 1500 in school.</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>Higher level PPE - visors, shoe covers, hazard suits – may be needed in certain circumstances.</li> </ul>	<ul style="list-style-type: none"> <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.</li> <li>1,000 face visors in school from PTFA</li> <li>Eye protection ordered for key staff – goggles/face visors?</li> </ul>
(Hygiene cont'd)	3g	PPE for staff delivering first aid and physical care	<ul style="list-style-type: none"> <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>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> </ul>
	3h	PPE for canteen staff	<ul style="list-style-type: none"> <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>Masks, visors and gloves for catering staff initially to be supplied by school. (Plastic aprons not to be used in the Kitchen).</li> </ul>
	3i	Clothing – School uniform	<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> <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>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> <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> </ul> </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>
	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>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>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	Ventilation	<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> </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> </ul>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls – ACTION PLAN
			<ul style="list-style-type: none"> <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>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
<b>4. Social distancing on return to school</b>	4a Embed strict social distancing rules.	<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> </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> </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>	<ul style="list-style-type: none"> <li>• Consult with staff for further input.</li> </ul>
	4c Reception and access to school	<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>	<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>
	4d Classrooms Corridors Sixth Form	<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>• Access to full curriculum facilitated</li> </ul>	<ul style="list-style-type: none"> <li>• Year group bubbles – the bubble arrangement is determined by the size of the year group (maximum size 192 - Y7) <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> </ul>

Risk Category	Risk Sub-category		Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
				<ul style="list-style-type: none"> <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> <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> </ul> </li> <li>• Sixth Form: <ul style="list-style-type: none"> <li>• Year 12 &amp; 13 assigned bubble areas.</li> <li>• Common Room zoned</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	<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	<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	<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	<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	<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	<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>

Risk Category	Risk Sub-category	Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN	
(Social distancing cont'd)	4k	Meetings, visitors, external contracted workers, deliveries	<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> <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>
	4l	Parent Consultation and Information Evenings	<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	<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> </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	<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> </ul>	<ul style="list-style-type: none"> <li>Break is movement time only</li> <li>In/out Dining Room queueing system marked out.</li> <li>Distanced seating arrangements required for break and lunch once students have their food.</li> <li>Picnic tables to be positioned socially distanced on field, in front of CTTC 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	<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</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</li> </ul>

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		Health and safety of all aspects of assembly and positioning and use of marquees to be risk assessed.	<p>communicated to students and staff. Staff duty rotas in place – also include supervision of external toilets.</p> <ul style="list-style-type: none"> <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> </ul>
(Social distancing cont'd)	4p	Movement about the school	<ul style="list-style-type: none"> <li>Crowding</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> </ul>
	4r	Toilets	<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> </ul> <p>Health and safety of all aspects of assembly and positioning and use of external toilets to be risk assessed.</p>
	4s	Use of lockers	<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>
	4t	Water taps and fountains	<ul style="list-style-type: none"> <li>Queues. Some potential for crowding</li> </ul>
	4u	Vending machine	<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>
	4v	PE	<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>
(Social distancing cont'd)			<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>
			<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>
			<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> </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>
			<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>
			<ul style="list-style-type: none"> <li>Temporarily closed.</li> <li>Students bring own snacks.</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>
	4w Practical subjects – Science, Art, Healthy Living. Music & Drama. IT	<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> </ul>	<ul style="list-style-type: none"> <li>• Healthy Living finishes in May. (From September, could be demonstrations; large screen in room)</li> <li>• Sciences: CLEAPSS GL343 Version 2.02 17/08/20:  <ul style="list-style-type: none"> <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</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> <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> </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>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</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	<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>
		Before and after school clubs and activities	<ul style="list-style-type: none"> <li>Review practicalities</li> </ul>	<ul style="list-style-type: none"> <li>School approach to be put in place for before/ after school clubs with necessary protective measures when practical to do so.</li> </ul>
	4y	Emergency evacuations	<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>

Risk Category	Risk Sub-category		Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
5. Events, trips, visits 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 not open and travel restrictions in place</li> </ul>	<ul style="list-style-type: none"> <li>Cancelled or postponed.</li> <li>Insurance and compensation investigated and followed up.</li> <li>Consider no students in school on activities day – use as staff inset days to prepare for online learning and wider school opening in September.</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>	<ul style="list-style-type: none"> <li>Cancelled in-school but some events may continue in modified form on-line.</li> <li>Separate list of events and status being maintained.</li> <li>Autumn Term events kept to a minimum and under review</li> </ul>
	5c	DofE	<ul style="list-style-type: none"> <li>Awaiting status confirmation.</li> </ul>	<ul style="list-style-type: none"> <li>Students able to continue with skills, physical and volunteering (limited activities) sections</li> <li>All arranged expeditions postponed.</li> </ul>

Risk Category	Risk Sub-category		Points to consider: risk, mitigation, capacities, practicalities	Risk Controls - ACTION PLAN
Events, tips, visits, cont'd	5d	Governor Visit Days	<ul style="list-style-type: none"> <li>Social distancing unworkable</li> </ul>	<ul style="list-style-type: none"> <li>Review at later date, may be able to hold something online.</li> </ul>
	5e	New Staff induction	<ul style="list-style-type: none"> <li>New staff induction normally in July – social distancing issues</li> </ul>	<ul style="list-style-type: none"> <li>New staff induction sessions to be held online in Teams.</li> <li>Information circulated electronically</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>	<ul style="list-style-type: none"> <li>Recording/ link on school website.</li> <li>Sixth Form Handbook circulated electronically.</li> <li>Activities and study skills signposted – possibility of Teams meetings</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>	<ul style="list-style-type: none"> <li>Video tour recorded and put on website – EP, HoY7, etc., involvement.</li> <li>Admin via email. Non – essential admin delayed until September.</li> <li>Uniform - liaise re PTFA appointments.</li> <li>'Coes' to be contacted.</li> <li>Other arrangements still to be considered.</li> <li>Activities booklet for Y6/7 organised – possibility of Teams meetings</li> </ul>
	5h	Y5 Tours and Principal's Talk	<ul style="list-style-type: none"> <li>Very crowded. Considerable diverse social mixing.</li> </ul>	<ul style="list-style-type: none"> <li>Cancelled - online arrangements</li> <li>Prospectus to be available online.</li> <li>Recording of Executive Principal's talk and virtual school tour on website.</li> </ul>

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<b>6. Communication</b>	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> </ul> </li> </ul>

				<ul style="list-style-type: none"> <li>• Expectations when in school and at home (if self-isolating is necessary)</li> <li>• Travelling to and from school safely</li> <li>• On-going regular communication plans determined to ensure parents are kept well-informed</li> </ul>
Communication cont'd	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>

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7. Finance	7a	Short term	<ul style="list-style-type: none"> <li>• Extra expenditure needed for PPE, re-organisation of school building, signage, cleaning, 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> </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> </ul>
	8b	Staff	<ul style="list-style-type: none"> <li>• Adapting to changing personal and professional circumstances.</li> <li>• Some staff may experience anxieties.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognition of staff circumstances</li> <li>• Line managers communicate regularly re wellbeing.</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>