

	This RA is intended to cover the return of additional students from June 1st - 15th approx 30-70 dependent on setting.	Overall recommendation on school opening below		
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Area	Risks and concerns - list only once	Mitigating actions	Priority	Oversight by Whom
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Clinically extremely vulnerable students/staff are put at risk 	Obtain copies of Public Health England letters sent to most vulnerable – students	1	HR
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Staff not adhering to new guidance creates infection spread 	Update HR guidance so that testing staff and students confers day release and time off waiting for results – up to 5 days	1	HR
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Lack of Communication creates increased risk of infection 	Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.	3	HT
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Insufficient PPE for key staff 	Increase first aid provision – embed first aid into all new support staff JDs	3	HT
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Staff not adhering to new guidance 	New staff induction to include infection control	2	HT
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Office staff at risk from high contact with outsiders 	Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.	1	HT
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Staff mental health issues 	PHE vulnerable list constantly being updated – HR to check in regularly	1	HT
<i>People and HR considerations</i>	<ul style="list-style-type: none"> First Aid staff face greater exposure 	Issue guidance to staff about holidays - voluntary holidays will not be paid if late.	1	HR
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Staff are not trained in new procedures, leading to risks to health 	Consider the impact on staff and pupils with protected characteristics, including race and disability	3	HR
<i>People and HR considerations</i>	<ul style="list-style-type: none"> New staff are not aware of policies and procedures prior to starting at the school when it reopens 	All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.	1	HT
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Vulnerable staff at greater risk of serious illness 	Staff have been signposted to useful websites and resources.	3	HR
<i>People and HR considerations</i>	<ul style="list-style-type: none"> Pupils and staff are grieving due to loss of friends or family 	Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.	1	HR
<i>People and HR considerations</i>		All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.	1	HT
<i>People and HR considerations</i>		Pastoral and front line staff considered for vaccination in line with guidance sent by LA	1	HT
<i>People and HR considerations</i>		create procedure for notification within school if student is infected	1	HR
<i>People and HR considerations</i>		Update HR guidance - In the event of a staff member developing suspected coronavirus symptoms whilst working they should return home immediately and isolate at home in line with the NHS guidance.	1	HR

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<i>People and HR considerations</i>		PPE for First Aiders : mouth guards; full face mask; glove supplies; hand san stations	1	SBM
<i>People and HR considerations</i>		Letter to staff to be asked to wash clothes in line with usual hygiene protocols	1	HT
<i>People and HR considerations</i>		Screens to be bought for reception	1	SBM
<i>People and HR considerations</i>		Infection control training for all staff (e course)	2	SBM
<i>People and HR considerations</i>		New RAs to be written for TAs with regard to helping SEND students especially those who have close connect - and any that require bathroom support	1	SENCOs
<i>People and HR considerations</i>		No personal items to be delivered to the school	3	HT
<i>People and HR considerations</i>		Ensuring part time and term time staff understand what happening – virtual meetings on their days off – overtime	1	HT
<i>People and HR considerations</i>		Reduce maximum occupancy for lifts, and encouraging use of stairs	2	SBM
<i>People and HR considerations</i>		Issue new guidance on face to face working - prefer side by side or facing away from each other where possible	1	HT
<i>People and HR considerations</i>		Using a consistent pairing system if people have to work in close proximity	1	HT
<i>People and HR considerations</i>		Identifying areas where people need to hand things to each other and find ways to remove direct contact	2	SBM
<i>People and HR considerations</i>		Provide equipment for employees to work from home safely and effectively – for example, laptops, where required	1	SBM
<i>People and HR considerations</i>		Monitor the wellbeing of employees who are working from home	3	HT
<i>People and HR considerations</i>		Keep in touch rota with off-site employees including welfare, mental and physical health and personal security	3	HT
<i>People and HR considerations</i>		Remove hot desking. Assign desk plan to staff	1	HT
<i>People and HR considerations</i>		Purchase extra high-touch items of shared office equipment	2	Office manager
<i>People and HR considerations</i>		Hand sanitiser in meeting rooms	2	SBM
<i>People and HR considerations</i>		All staff CPD to be online - programme to be devised	3	HT
<i>People and HR considerations</i>		Provide advice and training for staff in managing children safely and to reduce the risk of cross infection as part of training plan	2	HT

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<i>People and HR considerations</i>		Revise and adjust performance management processes to take account of the circumstances and lack of exam results	3	HT
<i>People and HR considerations</i>		Daily sickness monitoring for infection control	1	DHT
<i>People and HR considerations</i>		Plan how to address any outstanding grievance, performance and/or disciplinary matters	3	HT
<i>People and HR considerations</i>		Provide support mechanisms for staff to address any bereavement, anxiety or concerns	3	HT
<i>People and HR considerations</i>		Identify staff who can't return to school at this point (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable and stringent social distancing cannot be adhered to on site) and how they can work from home (for example, supporting remote education).	1	HR
<i>People and HR considerations</i>		Establish cleaning protocols if a staff member develops symptoms in the day - follow isolation and cleaning protocols and contact networks to warn those working in close proximity	1	SBM
<i>People and HR considerations</i>		Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place	3	HT
<i>People and HR considerations</i>		Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online	3	HT
<i>People and HR considerations</i>		Clarify the role of TAs and procedures	2	Pat Collins
<i>People and HR considerations</i>		School calendar for the summer term rationalised	2	
<i>People and HR considerations</i>		Identify extremely vulnerable and clinically vulnerable staff	1	HR
<i>People and HR considerations</i>		Identify extremely vulnerable and clinically vulnerable students		
<i>People and HR considerations</i>		Establish clear protocols for suspected cases (deep clean) and confirmed cases (self-isolation for all possible contacts)	1	HT
<i>People and HR considerations</i>		Ensure senior staff that are on the rota don't have meetings on their allocated day. They need to be 'on duty' and 'stay alert'		HT
<i>People and HR considerations</i>		Positive COVID case, HT and HR informed/ bubble or group sent home to quarantine for 14 days includes staff and students/room locked for 72 hours and deep cleaned/PHE may contact school to give further instructions	1	HT

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<i>Estate considerations</i>	<ul style="list-style-type: none"> Classroom sizes will not allow adequate social distancing 	Allocate a quarantine room	1	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> Poor air circulation aids virus spread 	Purchase extra door props to keep doors open where possible to discourage touching		
<i>Estate considerations</i>	<ul style="list-style-type: none"> Available capacity of the school is reduced when social distancing guidelines are applied 	Quarantine room cleaning protocol established - to be cleaned with full PPE – if it has been used	1	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> Deliveries risk bringing in virus from outside 	Quarantine bathroom to be allocated for potential infected/isolated?		SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> Possible transmission through food eg open counters 	Employ full time high contact area cleaning operative - through contract arrangements	2	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> Food preparation and service spreads covid 19 through touch 	Staff toilets area to be cleaned start, pre-break, after break and after lunch – Record sheet to be produced and used	2	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> Virus transmission in high contact areas 	Yellow bins to be bought for First Aid room	1	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> Virus transmission from person to person 	More wall mounted antibacterial wipes for Gym areas	1	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> Virus transmission from person to person 	Hand sanitiser stations to be put around the building especially at entrance and exit areas	1	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> Movement around the school risks breaching social distancing guidelines 	Classroom 2 metre rule - this will apply until further notice - issue guidelines	1	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school 	Ensure corridor doors are kept open to minimise contacts from movements	1	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency 	Establish protocol for deliveries to school	1	Office manager

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<i>Estate considerations</i>	<ul style="list-style-type: none"> • Fire evacuation drills - unable to apply social distancing effectively 	Space lines on the floor in the kitchen area	1	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> • Fire marshalls absent due to self-isolation 	Reconfiguring classroom seating and tables to maintain spacing and reduce face-to-face interactions - all to face the front	2	HT
<i>Estate considerations</i>	<ul style="list-style-type: none"> • All systems may not be operational 	Use intercom system to allow visitor screening at reception	1	Office manager
<i>Estate considerations</i>	<ul style="list-style-type: none"> • Statutory compliance has not been completed due to the availability of contractors during lockdown 	Using floor tape or paint to mark areas to help staff maintain 2 metres	1	SBM
<i>Estate considerations</i>	<ul style="list-style-type: none"> • Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control 	Carrying out contractor services at night where possible	3	SBM
<i>Estate considerations</i>		Servicing and adjusting ventilation systems - ensure up to date	3	SBM
<i>Estate considerations</i>		Frequent cleaning and disinfecting of objects and surfaces 2x per day	1	SBM
<i>Estate considerations</i>		Clearing workspaces and removing waste at the end of the day to be instigated - clear desk policy - all objects on desks to be disposed of daily	1	HT
<i>Estate considerations</i>		Establish Cleaning procedures for equipment, tools, and vehicles after each shift and after each use of shared equipment	2	Cleaners
<i>Estate considerations</i>		Using outside premises for queuing eg parents/carers if coming to the office	1	Office manager
<i>Estate considerations</i>		Meetings to be held virtually when social distancing can not be maintained	1	HT
<i>Estate considerations</i>		For areas where regular meetings take place, using floor signage to help people maintain social distancing	1	SBM
<i>Estate considerations</i>		Revising pick-up and drop-off collection points if necessary and schedule times for the delivery of goods	2	SBM
<i>Estate considerations</i>		Ensure all school utilities and systems are commissioned and up and running prior to school re-opening	2	SBM

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<i>Estate considerations</i>		Ensure adequate hot water, soap and hand towels for teachers at all times	1	SBM
<i>Estate considerations</i>		Establish protocols for lettings on site	2	SBM
<i>Estate considerations</i>		All personal items to be removed from school	2	HT
<i>Estate considerations</i>		Checking all windows work – fresh air circulation	3	SBM
<i>Estate considerations</i>		Exams – desks currently at 1.25M apart, do we have space for 2M – impact on sports hall lettings, do we have enough space (240 in current year 10)	1	HT
<i>Estate considerations</i>		Suspected COVID case that has been in a class room should be locked down for 72 hours before cleaning	1	SBM
<i>Estate considerations</i>		Spare chairs removed from desks so they cannot be used	1	SBM
<i>Estate considerations</i>		(Deep clean)Twice a day, clean all desks with disinfectant, and we also clean door handles, playgrounds and other critical areas.	1	SBM
<i>Estate considerations</i>		Keyboards to be cleaned before and after use - wall mounted hand sanitisers to be placed in ICT/Music Rooms	2	SBM
<i>Estate considerations</i>		Using protective screening for staff in receptions or similar areas	2	SBM
<i>Estate considerations</i>		Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions in meeting rooms (designated classrooms)	2	SBM
<i>Estate considerations</i>		Spacing workstations 2 metres apart as much as possible	2	SBM
<i>Estate considerations</i>		Minimising interaction between kitchen workers and other workers	2	Catering
<i>Estate considerations</i>		Minimising access to walk-in pantries, fridges, and freezers, with likely only one person being able to access these areas at one point in time	2	Catering

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<p><i>Estate considerations</i></p>		<p>All statutory compliance is up to date.</p>	<p>2</p>	<p>Catering</p>
<p><i>Estate considerations</i></p>		<p>Minimising contact at “handover” points with other staff, such as when presenting food to serving staff and delivery drivers</p>	<p>2</p>	<p>Catering</p>
<p><i>Estate considerations</i></p>		<p>Minimising contact between kitchen and food preparation workers and delivery drivers</p>	<p>2</p>	<p>Catering</p>
<p><i>Estate considerations</i></p>		<p>Additional cost pressures due to COVID-19 identified and an end-of- year forecast which factors them in has been produced.</p>	<p>3</p>	<p>SBM</p>
<p><i>Estate considerations</i></p>		<p>Water fountains must be closed</p>	<p>2</p>	<p>SBM</p>
<p><i>Estate considerations</i></p>		<p>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</p>	<p>3</p>	<p>SBM</p>
<p><i>Estate considerations</i></p>		<p>Establish social distancing queueing system for parents</p>	<p>1</p>	<p>SBM</p>
<p><i>Estate considerations</i></p>		<p>Cancelling face to face parents' evenings</p>	<p>1</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</p>	<p>3</p>	<p>SBM</p>
<p><i>Estate considerations</i></p>		<p>Carry out site checks for lifts, gas supply, capital works etc if not been used or overseen</p>		
<p><i>Estate considerations</i></p>		<p>The number of entrances and exits to be used is maximised</p>		<p>SBM</p>
<p><i>Estate considerations</i></p>		<p>Corridors are divided where feasible</p>	<p>2</p>	<p>SBM</p>
<p><i>Estate considerations</i></p>		<p>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing & staff have been briefed on the use of these rooms.</p>	<p>2</p>	<p>SBM</p>
<p><i>Estate considerations</i></p>		<p>New fire procedures to be put in place in line with social distancing, fire wardens, staff and students to be briefed.</p>	<p>2</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>Ensure windows are kept open</p>	<p>2</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>Clinically Extremely vulnerable are not on rota and shield as per Governments guidance</p>	<p>2</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>Clinically vulnerable are given back of house roles if they cannot work at home</p>	<p>2</p>	<p>HT</p>

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<p><i>Estate considerations</i></p>		<p>Government guidelines followed re self- isolation if employee or family present with symptoms for as long as this is the guidance</p>	<p>2</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>Rotas will ensure that staff work with the same team members whilst on rota.</p>	<p>2</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>Cashiers to wear face coverings and till pods to include Perspex barriers</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>Contactless ports installed where available, where not available the biometric unit to be cleaned regularly with alcohol wipes</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>Pre order systems implemented</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>Sanitiser stations at entrances and exits</p>	<p>2</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>Teams are refreshed on Hygiene practises and kept regularly updated</p>	<p>2</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>Covid Secure poster in place</p>	<p>2</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>Covid-19 Risk Assessment completed and will be published on our website</p>	<p>2</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>No self help bars will be used in dining room</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>move the chairs in reception to establish gaps.</p>	<p>2</p>	<p>HT</p>
<p><i>Estate considerations</i></p>		<p>Reduced menu to avoid queues and ensure speed of service. Grab bags and Takeaway to be used where schools require classroom delivery</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>All salads to be pre-boxed. Catering facility acts as a take away with single use products - no use of tongs.</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>2M social distancing markers to be marked out for queuing purposes in canteen</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>Catering staff must wear PPE to prevent contamination.</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>Minimise access to walk-in pantries, fridges and freezers. Only one person is able to access these areas at one point in time</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>Minimise contact at "handover" points with other staff, such as when presenting food to serving staff and receiving goods from delivery drivers.</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>Minimise contact between kitchen and food preparation workers and delivery/facilities staff.</p>	<p>2</p>	<p>Olive</p>
<p><i>Estate considerations</i></p>		<p>Till operators to wear face coverings and till pods to include Perspex barriers</p>	<p>2</p>	<p>Olive</p>

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<i>Estate considerations</i>		Pre-order systems implemented.	2	Olive
<i>Estate considerations</i>		Sanitiser stations at entrances and exits.	2	Olive
<i>Estate considerations</i>		Teams are refreshed on hygiene practises and kept regularly updated.	2	Olive
<i>Estate considerations</i>		Covid Secure poster in place	2	Olive
<i>Estate considerations</i>		Covid-19 Risk Assessment completed - we will publish this on our website	2	Olive
<i>Estate considerations</i>		Reduced menu to avoid queues and ensure speed of service. Grab bags and Takeaways to be used where we require classroom delivery	2	Olive
<i>Estate considerations</i>		Floor signage followed to ensure one way system adopted with social distancing reminders.	2	Olive
<i>Estate considerations</i>		Tills to be cleaned regularly with alcohol wipes.	2	Olive
<i>Estate considerations</i>		Cashless catering/fingerprinting - reader must be cleaned after every use.	2	Olive
<i>Estate considerations</i>		Equipment cleaning protocol for high touch areas	1	HT
<i>Estate considerations</i>		Remove all unnecessary displays.	2	HT
<i>Estate considerations</i>		Keep entrance doors open where possible to minimise touch	2	HT
<i>Estate considerations</i>		Clutter removal. Task all individual teachers to do this.	2	HT
<i>Estate considerations</i>		Throw stuff out. Environment check ahead of full return	2	HT
<i>Estate considerations</i>		Setup a testing centre in the hornbeam and ensure there are adequate levels of staffing for it	1	SBM
<i>Estate considerations</i>		Setup a system to get parents' consent before mass testing of students	1	HT
<i>Estate considerations</i>		Purchase staff hand san and masks and vitamin d.	1	HT
<i>Curriculum considerations</i>	• Students have gaps in learning which prevent progress	Decide whatever will be stood down from the calendar.	2	HT
<i>Curriculum considerations</i>	• Children remain anxious re covid	HODs Risk Managing their own curriculum needs	3	HODs

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Curriculum considerations	<ul style="list-style-type: none"> Children unaware of how to conduct themselves 	Identify the students we will target and gauge who will come in.	1	HTs	
Curriculum considerations	<ul style="list-style-type: none"> Educational provision must still be maintained for priority children when the school reopens 	Science/Food/DT/ Music /Drama / Art/PE practical lessons to be modified	3	HOD Dept	
Curriculum considerations		Students who are ECV who will not be returning to school are identified	1	DHT	
Curriculum considerations		Blended learning process in place for students who will be shielding or ones who are isolating	1	DHT	
Curriculum considerations		Build in time for adjustment of curriculum and schemes of work to address and re-teach significant gaps in knowledge	2	DCEO	
Curriculum considerations		Distribute devices and enhanced internet access and monitor take-up and usage	1	HT	
Curriculum considerations		Monitor and report on the engagement of students learning remotely	1	HT	
Curriculum considerations		Look at a whole school education around COVID 19 that students can access and contribute to through master mission	3	HT	
Curriculum considerations		Look at integrating kindness and gratitude activities to focus on the positive	3	HT	
Curriculum considerations		No team sports, choir or choral activities should take place and no singing activities to take place where extended social distancing is not possible	1	HT	
Curriculum considerations		Cancel or amend exam skills	1	HT	
Curriculum considerations		Exam syllabi are covered			
Curriculum considerations		Teaching children about coronavirus	3	HT	
Curriculum considerations		Plan specific intervention classes for those with the greatest learning loss in Yr 10 and Yr 11	2	HT	
Timetable considerations		<ul style="list-style-type: none"> Availability of staff and class sizes 	Movement of pupils around school is minimised as much as possible		
Timetable considerations			Identify staff to supervise children in these rooms	1	HT

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<i>Timetable considerations</i>		Lunch time stagger into the canteen - year 7 and 8 at 12:10 and year 9 and 10 at 12:25	1	HT
<i>Timetable considerations</i>		Plan how children of critical workers and vulnerable children will be accommodated alongside returning year groups and encourage attendance	1	DCEO
<i>Timetable considerations</i>		Organise social distancing of lunch queue	2	SBM
<i>Timetable considerations</i>		Appropriate duty rota and levels of supervision are in place. Duty rota revised and new instructions. PPE for staff on duty if they want it.	2	HT
<i>General Health & Safety</i>	• Insufficient PPE for key staff	Weekly checks to be done on stock levels of PPE, hand sanitiser and other safety equipment so that it can be reordered and does not run out	2	SBM
<i>General Health & Safety</i>	• Contamination via clothing from school to home	Mask policy - compulsory for all staff and students in communal areas and where social distancing is not possible.	2	HT
<i>General Health & Safety</i>	• Contamination through high contact areas/ surfaces	Clarify staff dress code - back to formal wear for staff	1	Ht
<i>General Health & Safety</i>	• Staff and students not adhering to social distancing protocols	No sharing equipment guidance	2	HT
<i>General Health & Safety</i>	• High risk of contamination from those showing symptoms	Review biometric data - will it be used? how collected? Alternatives	2	HT
<i>General Health & Safety</i>	• Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	Transition data or files from primary schools to be handed with gloves – or left for 72 hours before opening	3	Office manager
<i>General Health & Safety</i>	• Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing	Departments list the take home articles and limit this as much as possible		
<i>General Health & Safety</i>		Special arrangements for SEN kids ? Issue guidance?	2	Pat Collins
<i>General Health & Safety</i>		Limit the list of equipment that staff and students can bring in .		HT

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<i>General Health & Safety</i>		Close staff fridges and microwaves		HT
<i>General Health & Safety</i>		Ensure all rooms being used are unlocked each morning before 8am so no keys are used		HT
<i>General Health & Safety</i>		Divide up entrances that are used in school to stop heavy traffic through certain doors/ receptions		HT
<i>General Health & Safety</i>		Provide antibac wipes in every room for staff and students to wipe down own equipment		HT
<i>General Health & Safety</i>		Ensure staff sign in with what rooms they are using and this is communicated to site staff daily to ensure those rooms are deep cleaned.		HT
<i>General Health & Safety</i>		Storage of lost property arrangements reviewed to minimise handling		HT
<i>General Health & Safety</i>		Action plan in place for a positive result on the lateral flow testing		HT
<i>General Health & Safety</i>		Government guidance followed for any on-site testing and home testing plans for all those that give consent		HT
<i>General Health & Safety</i>		Whole year group assemblies will be virtual		HT
<i>General Health & Safety</i>		Government guidance will be followed for trips - overseas trips will be cancelled.		HT
<i>Pastoral and Welfare considerations</i>	• Safeguarding risks to those students who do not attend	Students who refuse to attend - establish protocols	3	HT
<i>Pastoral and Welfare considerations</i>	• Vulnerable students not receiving adequate food at home	A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.		Office manager
<i>Pastoral and Welfare considerations</i>	• Staff not adhering to new guidance	Establish home visits procedures with social distancing	2	HT
<i>Pastoral and Welfare considerations</i>	Staff not adhering to new guidance	Limiting the time spent in unavoidable close proximity to no more than 15 minutes for staff	1	HT

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<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Contamination via clothing from school to home 	Students to be asked to wash clothes as soon as they get home	1	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Contamination risk and parental concerns re transition 	Train and communicate with staff, students and parents/carers on the symptoms of COVID 19 and the required actions	2	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Current Behaviour policy does not address specific C19 issues 	Revise behaviour policy and procedures and communicate to parents	2	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Non lesson activities/food/recreation pose higher risks of contamination 	Students with behaviour issues brought to reception	2	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Contamination from loaned items 	Medical items handed to reception - new protocol needed	2	SBM
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Increased duty of care responsibilities 	All children need to be self-sufficient for the whole day bringing their own pencil case as they can't borrow anything from anyone else.	2	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Safeguarding of more vulnerable students 	Cashless catering/fingerprinting - unit must be cleaned after every use - JB to investigate alternatives with Olive maybe card reader	2	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Student wellbeing 	Decide on how and where children arrive, line up and use playgrounds	1	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Challenges of social distancing and effective support for students 	Ensure there are processes in place to monitor the attendance and health of children and staff daily	2	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Need for swift identification and follow up of those with symptoms including protection of staff 	Ensure there is an agreed point of contact to allow the passage of information to any legitimate contact tracing professionals	2	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Contamination via clothing from school to home 	Secure support from external agencies in anticipation of larger than normal numbers of disclosure	3	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Students transition poorly to next phase due to lock down 	Safeguarding policies are up to date	2	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial 	For dual registered children - check they are safe and RA	3	HT

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<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Pupils forget to wash their hands regularly and frequently and pass on virus 	Establish process for vulnerable students and students with an EHCP plan who may not understand why social distancing is taking place, eg those with ASD	1	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Pupils may not observe social distancing at lunch times 	Check that student medications are still in date and check with parents/carers for any changes	1	HT
<i>Pastoral and Welfare considerations</i>	<ul style="list-style-type: none"> Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general 	Cleaning regime when chrome books are returned	3	SBM
<i>Pastoral and Welfare considerations</i>		Adapt Behaviour policy in light of government advice. Share with staff, students, parents and LSB	1	HT
<i>Pastoral and Welfare considerations</i>		In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they will be collected as soon as possible and isolate at home in line with the NHS guidance. Whilst waiting for the child to be collected they will be isolated from others in a previously identified room or area. If possible, a window should be opened for ventilation. The staff member responsible for the child during this time should be a staff member from their small group. Staff will wear suitable PPE.	1	HT
<i>Pastoral and Welfare considerations</i>		Children to be told to arrive with thoroughly washed hands, and must wash hands and use the hand sanitisers that are placed at entrances and in classrooms		HT
<i>Pastoral and Welfare considerations</i>		Online induction days for pupils and parents are planned	1	HT
<i>Pastoral and Welfare considerations</i>		Get updated list of critical workers children from SIMS	2	HT
<i>Pastoral and Welfare considerations</i>		Purchase additional school uniform for distribution to vulnerable children.	1	
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Protocols/Documentation does not address issues raised by Covid19. 	Check and update SOD	2	CEO
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Challenges of social distancing and effective support for students 	Fire evacuation Assembly strategy to be written	2	HT
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Concern from community if infections do happen within the school 	Ensure there is a clear decision making process in case of the need for further closures, or partial closures, to address local infections	2	SBM
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Poor communication amongst senior leaders and governors lead to confusion/mixed messages 	Online meetings are held regularly with governors	3	HT

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<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Governors are not fully informed or involved in making key decisions 	Governing bodies are involved in key decisions on reopening	2	HT
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances 	Governors are briefed regularly on the latest government guidance and its implications for the school	2	HT
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties 	All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school staff, pupils, parents and governors have been briefed accordingly..	2	HT
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements. 	Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.	3	HT
<i>Policy Framework considerations</i>	<ul style="list-style-type: none"> Mixed messages will cause confusion for parents 	Take RA to local school board of each school	2	HT
<i>Policy Framework considerations</i>		Robust governance meeting procedures remain in place.	2	HT
<i>Transport considerations</i>	<ul style="list-style-type: none"> Safeguarding of more vulnerable students 	Home visits via Taxi - RA will need to be rewritten	1	SBM
<i>Transport considerations</i>	<ul style="list-style-type: none"> Need to reduce risk of cross contamination 	Minibus usage to be at a minimum	3	SBM
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Need to reduce risk of contamination from visitors 	Clarify masks for children and staff (yes in communal areas and where social distancing is not possible)	2	HT

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<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Staff perceived and actual concerns re contamination 	Encouraging parents to come into school alone - only if essential. If accompanied by children that they are responsible for supervising them at all times.	1	HT
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Need for long term planning for Covid19 beyond July 	Providing clear guidance to people on arrival	1	Office manager
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Cross contamination from use of toilet facilities by multiple staff or students 	Add safety and covid planning to school SDP	1	HT
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Risk of social distancing balanced against more students being able to attend 	Communicate the key aspects of this action plan to governors, middle leaders, staff, parents and students as appropriate	1	HT
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Parents and carers are not fully informed of the health and safety requirements for the reopening of the school Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school 	DfE guidance is shared with students and parents to provide reassurance	1	HT
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Social distancing at lunch with high numbers will be very challenging 	Mental Health and Wellbeing resources are in parent update letters and on website	3	HT
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Risk of cross contamination from parents 	Regular reminders sent to students and parents about online safety	2	HT
<i>Communication/stakeholders considerations</i>	<ul style="list-style-type: none"> Little/poorly communicated information will mean the community does not follow safe guidance 	Clear safety signage everywhere to indicate social distancing	2	SBM
<i>Communication/stakeholders considerations</i>		Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)	2	HT
<i>Communication/stakeholders considerations</i>		Create a physical booklet for children and parents to know what we are doing to keep kids safe	2	HT
<i>Communication/stakeholders considerations</i>		A COVID-19 section on the school website is created and updated.	2	HT

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<i>Communication/stakeholders considerations</i>		key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website.	2	HT
<i>Communication/stakeholders considerations</i>		Agree a regular protocol for keeping staff and parents and children updated. Use existing procedures eg briefing where possible but create common agenda items.	3	HT
<i>Communication/stakeholders considerations</i>		Communicating the behaviour code to staff	2	HT
Overall Recommendation	Can school be opened with sufficient mitigation?	Red - no; green - yes		