



## COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Merchant Taylors' Prep, Sandy Lodge Road, Rickmansworth, Herts, WD3 1LW

OWNER: KM

DATE: 17 August and reviewed by KM on 05/11/2020 as a result of a national lockdown

REVIEW DATES:

Signed off By Governors on: 04/09/2020 and changes signed off by Health & Safety Governor on 5/11/2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- 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'

### Steps of Re-opening Preparation:



## Introduction.

This risk assessment has been specifically created to deal with the increased risk of operating Merchant Taylors' Prep during the COVID-19 Pandemic. It recognises the risk of spreading COVID-19 virus and contamination across the site, and outlines the measures taken to mitigate those risks. Those at risk include employees, pupils, contractors, pregnant workers, disabled persons, and persons with limited mobility.

The School had been monitoring the increased threat during February and March before closing on 23<sup>rd</sup> March 2020 following Government advice to do so. Since that time, the School has and will continue to adhere to Government advice while continuing to offer the best possible level of care to its pupils, parents and staff.

The Government expects all pupils to return to school in September and has produced documentation relating to this: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (downloaded on 7 August 2020). **This was updated on 4 November 2020 as a result of national lockdown** (<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>).

The Government has acknowledged that younger children cannot be expected to remain socially distanced from each other. Instead, in line with the Government advice, Merchant Taylors' Prep will implement a range of protective measures, including reducing the amount of contact between pupils by establishing protective 'bubbles', promoting both hand washing and respiratory hygiene, more regular cleaning than usual, and keeping those with symptoms away from school. Pupils and staff must self-isolate if they or a household member become ill with coronavirus symptoms but can return to school sooner if a coronavirus test comes back negative.

In creating this risk assessment, the school has done all it can to provide a safe environment for the education of the pupils in line with government requirements and guidelines. We are also dependant on all related parties, including parents, playing their part both at school and away from school (e.g. at home). We will contact parents to explain their responsibility in being vigilant for symptoms relating to Covid19 and following all necessary self-isolation rules. Parents will email us to indicate that they will comply with these requirements.

All reasonably practicable steps have been considered in the creation of this document and these will be monitored, reviewed, and amended as deemed fit by School Senior Leadership and the School's Governing Body.

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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Responsible Personnel or Action Completed Date	Risk Level Post-Action
<b>Preparing Buildings and Facilities</b>	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>• Tree safety</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing /HVAC</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• LEV Service</li> <li>• Insurance covers reopening arrangements</li> </ul>	<i>Site Manager is unavailable</i>	<i>H</i>	<i>Site Manager has ensured all statutory examinations and servicing is current. Fire alarms tested and recorded weekly.</i>	<i>Site Manager Since 23<sup>rd</sup> March and ongoing</i>	<i>L</i>
		<i>Site has been partially closed for prolonged period</i>	<i>M</i>	<i>Grounds and Gardens teams maintained the site to a satisfactory standard.</i>	<i>Grounds Manager Since 23<sup>rd</sup> March and ongoing</i>	<i>L</i>
		<i>Disruption to communications and essential IT services</i>	<i>H</i>	<i>IT department ensured all IT/AV and internet services are functioning correctly</i>	<i>IT Manager Since 23<sup>rd</sup> March and ongoing</i>	<i>L</i>
		<i>Lack of Skilled Labour</i>	<i>M</i>	<i>Alternative suitably trained personnel sourced when required.</i>	<i>Support Staff HoDs Since 23<sup>rd</sup> March and ongoing</i>	<i>L</i>
		<i>Food remains in the freezer / fridge</i>	<i>M</i>	<i>Catering Manager managed fridge and freezer stock – food which would have been wasted was donated elsewhere</i>	<i>Catering Manager Since 23<sup>rd</sup> March and ongoing</i>	<i>L</i>
				<i>Carry out regular testing and a formal / recorded full pre-</i>		

		<p><i>Essential services disrupted and unavailable to support teaching and learning following lockdown.</i></p>	H	<p><i>opening premises inspection.</i></p>	<p><i>Site Manager Not later than 31<sup>st</sup>August</i></p>	L
		<p><i>Water hygiene compromised.</i></p>	H	<p><i>Water treatment contractor and in-house Site Manager has confirmed all systems are in a safe condition (e.g. flushing for Legionella and checking water tanks) and certified the water system is safe before buildings are reoccupied.</i></p>	<p><i>Site Manager Not later than 31<sup>st</sup>August</i></p>	L
		<p><i>Catering Department areas not ready for re-opening</i></p>	H	<p><i>Catering Manager ensures catering areas are fit for purpose. Hazard Analysis and Critical Control Point (HACCP) system reviewed and updated.</i></p>	<p><i>Catering Manager Not later than 31<sup>st</sup>August</i></p>	L
	<p>Office/Work spaces re-designed to allow office-based staff to work safely.</p>			<p><i>Workspaces reconfigured and office staff desks repositioned where possible.</i></p>	<p><i>Deputy School Business Manager</i></p>	

		<i>Offices and work spaces do not allow for adequate space between staff members, no windows for ventilation.</i>	<i>M</i>	<i>Any non-operating windows in teaching spaces and work spaces rectified.</i>  <i>Use of screens to separate workspaces and physical barriers in place where needed.</i>	<i>Site Manager</i>  <i>SLT</i>	<i>L</i>
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing where possible are in place.	<i>Bottlenecks likely at entrances into school. Social distancing unlikely to be maintained.</i>	<i>M</i>	<i>Signage in place as required.</i>  <i>Year group bubbles have been established and they have designated areas in the school.</i>  <i>Staggered movement of staff and pupils.</i>	<i>Site Manager</i> <i>Not later than 31<sup>st</sup>August</i>	<i>L</i>

	<p>Consideration given to the arrangements for any deliveries / post</p>	<p><i>Contamination from packages / persons</i></p>	<p>L/M</p>	<p><i>Physical distancing at delivery – Couriers are now used to dropping parcels at a distance. Disposable gloves worn to handle item/s hands washed for at least 20 seconds when gloves removed. Use of Hand Sanitiser promoted and encouraged.</i></p>	<p><i>Office Staff</i></p>	<p>L</p>
<p><b>Emergency Evacuations</b></p>	<p>Any changes to evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of any social distancing guidelines.</i></p>	<p><i>Temporary evacuation routes may be unfamiliar to staff and pupils</i></p>	<p>M</p>	<p><i>During emergency evacuations the nearest exit route/s are used</i></p> <p><i>Fire drills will continue to be held termly. Year group bubbles have separate fire exits, and assembly on the field enables effective social distancing.</i></p> <p><i>Fire exits (and fire doors with an automatic release system) are secured open to provide fresh air and reduce contact points.</i></p>	<p><i>Site Manager</i></p> <p><i>Site Manager/ senior Deputy Head</i></p>	<p>L</p>

				<i>Staff will close doors and windows in the event of an emergency evacuation</i>		
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<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non-healthcare settings guidance.</u>	<p><i>Lack of cleaning materials and supplies.</i></p> <p><i>Lack of adherence by cleaning staff and lack of auditing standards by cleaning supervisors.</i></p>	H	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Additional day time cleaning staff introduced</i></p> <p><i>Hand wash facilities are checked throughout the day and stock replenished as needed by cleaning team.</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush are implemented.</i></p>	<p><i>Plans in place to implement upon reopening.</i></p> <p><i>Site Manager / Cleaning Contractor</i></p>	M/L
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				<p><i>Cleaners have received a return to work training which is recorded by the cleaning contractor.</i></p> <p><i>Each classroom has a 'hygiene pack'. The Site Manager will top up as required.</i></p>		
	Capacity of cleaning staff is sufficient to enable enhanced cleaning regime.	<p><i>Insufficient numbers of trained cleaning staff.</i></p> <p><i>Lack of cleaning materials and supplies.</i></p> <p><i>Lack of supervision to ensure standards reflect recommended best practice.</i></p>	<p><i>M</i></p> <p><i>M</i></p> <p><i>M</i></p>	<p><i>Additional covid-19 enhanced cleaning procedures training provided and recorded by cleaning contractor.</i></p> <p><i>Reliable supply chains established.</i></p> <p><i>COSHH training and risk assessments reviewed and updated.</i></p>	<p><i>Deputy School Business Manager</i></p> <p><i>Completed prior to return to work in June</i></p> <p><i>Ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p>	<p><i>M</i></p> <p><i>L</i></p>	<p><i>Hand sanitiser is available at entrances into School</i></p> <p><i>Foot pedal bins available in classrooms and emptied daily.</i></p>	<p><i>In place and ongoing</i></p> <p><i>Site Manager</i></p>	<p><i>L</i></p> <p><i>L</i></p>

		<p><i>Classrooms do not have tissues or bins</i></p> <p><i>Low supply of soap and other key materials.</i></p>	M	<p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock is monitored by Site Manager and ordered as required to maintain satisfactory stock levels</i></p>		L
	Sufficient time is available for the enhanced cleaning regime to take place.	<p><i>Areas reused after cleaning, possible contamination residue.</i></p>	M	<p><i>Cleaning schedules have been modified to ensure all areas are fully cleaned at the end of daily / session use.</i></p> <p><i>Consideration given to lunch and break timings to facilitate enhanced cleaning.</i></p>	<p><i>Completed not later than 31<sup>st</sup> August.</i></p> <p><i>Site Manager/ Cleaning Contractor</i></p>	L
	Waste disposal process in place for potentially contaminated waste.	<p><i>Failure to seal possible contaminated waste.</i></p>	M	<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> <p><i>PPE used to handle waste</i></p>	<p><i>Deputy School Business Manager / Cleaning Contractor</i></p>	L

	Body fluids / solids	<i>Contamination issue / biohazard</i>	<i>M</i>	<i>Biological spills kits available on site. PPE is used and discarded after use. Hands washed and disinfected after clearing spillages. Waste is 'controlled waste'.</i>	<i>Already standard practice</i>	<i>L</i>
<b>Classrooms</b>	Pupils have been organised into year group bubbles and each bubble will have minimum contact with other bubbles.	<i>Too many contacts between pupils.</i>	<i>M</i>	<i>Timetable and room allocation enable each bubble to remain in their own dedicated classroom.</i>  <i>Specialist teaching areas (e.g. Science and Art) will be used less often with disinfecting taking place before use by another year group bubble.</i>  <i>Changing for games/PE will take place in classrooms.</i>	<i>June</i>  <i>SLT</i>  <i>Revised in August by SLT.</i>	<i>L</i>
	Classrooms have been arranged to allow as much space between individuals as practical.	<i>Insufficient space for activities.</i> <i>Face to face contact staff/pupils</i>	<i>M</i>	<i>Desks facing same direction where possible</i>		<i>L</i>

				<p><i>to reduce face to face contact.</i></p> <p><i>Where possible, windows will be open to provide fresh air.</i></p> <p><i>Air conditioning units are set on a fixed direction.</i></p>	<p><i>June and revised in August</i></p> <p><i>SLT</i></p>	
	<p>Entry and exit routes have been determined and appropriate signage in place.</p>	<p><i>Close contact with pupils / staff.</i></p> <p><i>Unfamiliarity with location</i></p>	<p><i>L</i></p>	<p><i>Staff control access / egress to minimise contact.</i></p> <p><i>Dedicated exit routes from each classroom have been established.</i></p> <p><i>One-way systems in place where required</i></p> <p><i>Familiarisation process implemented</i></p> <p><i>Signage reviewed and updated where required</i></p>	<p><i>SLT</i></p> <p><i>Site Manager</i></p>	<p><i>L</i></p>
	<p>Appropriate resources are available within classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and</p>	<p><i>Inappropriate sized equipment for smaller children – Not Applicable at</i></p>	<p><i>L</i></p>	<p><i>Equipment and materials are appropriate for each group.</i></p>	<p><i>Teaching staff</i></p>	<p><i>L</i></p>

	<p>surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Resources which are not easily washable or wipeable have been removed.</p>	<p><i>Senior School site for Secondary age pupils.</i></p> <p><i>Contamination via shared equipment / materials</i></p> <p><i>Cushions, and beanbags not easily washable.</i></p>	<p><i>M</i></p> <p><i>L</i></p>	<p><i>Lessons and activities <del>are being</del> planned around the availability or otherwise of clean equipment. Separate resources will be provided for each year group bubble, which will not be shared with other year groups, unless disinfected in between use or left unused for 72 hours before use by another bubble. IT equipment will be disinfected before and after use. Where possible, each pupil will have their own dedicated resources e.g. pencils/pens.</i></p> <p><i>Soft furnishings removed.</i></p>		<p><i>L</i></p> <p><i>L</i></p>
<b>Staffing</b>	<p>Staffing numbers required for the business of teaching and learning have been determined including support staff such as maintenance, grounds, cleaning, IT, catering, and office/admin staff.</p>	<p><i>Insufficient staff due to complications with unfurloughing employees / shielding employees.</i></p>	<p><i>H</i></p>	<p><i>SLT/Heads of Department to plan their colleagues work-based needs and ensure appropriate</i></p>	<p><i>SLT/Department Heads</i></p>	<p><i>M</i></p>

	<p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>• First Aider (including a Paediatric First Aider)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• Learning Support</li> <li>• Site Team representative.</li> </ul>	<p><i>Employees taking annual leave at poorly planned times.</i></p> <p><i>Quarantine restrictions being re-introduced affecting return to work.</i></p>	H	<p><i>arrangements are in place</i></p> <p><i>We will utilise our own teaching assistants and supply teachers if required</i></p>		L
	<p>Approach to staff absence reporting and recording in place. All staff to be aware.</p>	<p><i>Staff absences not properly reported or logged</i></p>	M	<p><i>Management of procedures overseen by HR Manager with duties delegated to Department Heads or Line Managers.</i></p>	<p><i>Ongoing.</i></p> <p><i>Line Managers / HR Manager</i></p>	L
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p><i>Lack of support for home working staff.</i></p> <p><i>Mental health issues arising. Communications failures</i></p>	M  M	<p><i>Support and guidance are available.</i></p> <p><i>Line Managers and HR Manager has regular contact with homeworkers and furloughed staff.</i></p>	<p><i>Ongoing since 23<sup>rd</sup> March</i></p> <p><i>Ongoing since 23<sup>rd</sup> March</i></p>	L  L

				<i>Departmental / Team virtual meetings held regularly.</i>		
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	<i>Insufficient staff available</i>	<i>H</i>	<i>SLT hold virtual meetings to plan ongoing provision of cover</i>	<i>SLT</i>	<i>M</i>
	Approaches for meetings and staff training in place.	<i>Training and refresher training not provided.</i> <i>Lapse in competencies due to excessive time away from normal work</i>	<i>M</i>	<i>Ongoing training – online is provided and monitored by heads HODS.</i> <i>Staff have virtual / F2F meetings with SLT to agree training requirements /schedules.</i>  <i>Refresher training/Toolbox talks provided and recorded by department Heads –</i>	<i>SLT</i>	<i>L</i>

	<p>Consideration given to staffing roles and responsibilities regarding the continued remote provision (if required) alongside in-school provision.</p>	<p><i>Insufficient staff on site to teach and support home learners</i></p>	<p>H</p>	<p><i>HODS provide ongoing monitoring and plan at least weekly.</i></p> <p><i>IT department provide support to converge home and class learning for some topics – the technology is available</i></p>	<p><i>Department Heads / SLT</i></p>	<p>M</p>
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks, they are unfamiliar with.</p>	<p><i>Lack of skilled labour or lack of ability to train redeployed workers in safe practices.</i></p>	<p>M</p>	<p><i>Redeployment where specialist knowledge of machinery / chemicals / food handling is required is avoided.</i></p>	<p>SLT</p>	<p>L</p>
	<p>Approach to support wellbeing, mental health, and resilience in place, including bereavement support</p>	<p><i>Mental health issues / isolation</i></p> <p><i>Failure to communicate available systems</i></p>	<p>M</p>	<p><i>Staff are aware of available support and advice available from School Counsellor</i></p>	<p><i>Standard practice Reminders to be offered upon restarting within restart briefings and other communications</i></p>	<p>L</p>

	The approach for inducting new starters has been reviewed and updated in line with current situation.	<i>Induction procedures not reviewed to consider covid19</i>	<i>M</i>	<i>Induction procedures reviewed to consider covid19 by SLT</i>	<i>To be completed not later than 31<sup>st</sup> August</i>	<i>L</i>
	Return to school procedures are clear for all staff.	<i>Unclear instructions leading to confusion and teaching / learning failures</i>	<i>M</i>	<i>Full clear instructions provided by SLT and HODS and confirmed by all staff</i>	<i>To be completed not later than 8th September</i>	<i>L</i>

	Arrangements to return any furloughed staff in place.	<i>Procedures not clear and poorly implemented causing disruption and added pressure to staff</i>	<i>M</i>	<i>HR Manager is fully briefed on the procedures. The system has been communicated to all appropriate staff. If required, ongoing training and refresher training have been provided and recorded for furloughed staff</i>	<i>HR Manager Ongoing</i>	<i>L</i>
	Any staff contracts that need to be issued, extended, or amended considering the current situation have been.	<i>Not fully implemented causing unease / fear</i>	<i>H</i>	<i>HR Manager has reviewed and updated all paperwork and confirmed with each staff member</i>	<i>HR Manager</i>	<i>L</i>
	Any HR processes that were delayed, or put on hold due to the COVID19 emergency, have been appropriately resolved.	<i>Processes not completed causing unease / distress</i>	<i>M</i>	<i>HR Manager has followed through all actions to completion where possible. Where not completed the staff, member has</i>	<i>HR Manager Ongoing</i>	<i>L</i>

				<i>been contacted and kept up to date with the progress</i>		
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p><i>Contractors not controlled accessing site – contamination and H&amp;S issues</i></p>	<p><i>H</i></p>	<p><i>There is a secure entry system in place (school gates) and visitors will only be permitted to enter via School Office.</i></p> <p><i>Essential visitors may be permitted access to the school and our visitors' risk assessment has identified Covid19 controls (including taking contact details so that we can engage with test and trace).</i></p> <p><i>At drop off and collection times, parents will remain in the car park (overseen by staff).</i></p> <p><i>Construction area is separated from the rest of the school so that visitors to this site do not interact with school pupils/parents/staff.</i></p> <p><i>Contractors' risk assessment, including</i></p>	<p><i>School Business Manager</i></p>	<p><i>L</i></p>

				<p><i>Covid19 controls, is in place.</i></p> <p><i>Online meetings preferred where possible (with clear rules of engagement for how those meetings should be conducted).</i></p>	
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. music tutors. Protocols and expectations shared.</p>	<p><i>Risk of these adults coming onto site without prior knowledge or not arriving when expected – impact on safeguarding and/or teaching and learning.</i></p>	<p>M</p>	<p><i>Share amended school procedures with externally employed adults, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p> <p><i>Music ensembles will not take place until further notice.</i></p> <p><i>Individual music lessons will take place in rooms where social distancing can be maintained, with disinfecting in between use.</i></p>	<p>SLT</p> <p>L</p>

				<p><i>Music instruments will be stored in classrooms/lockers and not stored centrally.</i></p> <p><i>Windows and doors remain open in small spaces to provide fresh air supply.</i></p>		
<b>Group Sizes</b>	The School pupil population has been organised into “bubbles” within which social distancing is not required. Where bubbles may come into contact with each other, social distancing or other mitigation measures are in place.	<i>Bubbles rely on adherence to School systems and processes by all stakeholders (parents, pupils and staff).</i>	<i>M</i>	<p><i>School site offers sufficient teaching capacity and space while maintaining social distancing guidelines.</i></p> <p><i>Ongoing monitoring in place by SLT</i></p>	<i>SLT</i>	<i>L</i>
	Staffing allocations to groups determined, taking into consideration consistency and any solutions to insufficient staffing numbers.	<i>Shortage of teaching staff may mean temporary changes to teaching arrangements – contact tracing &amp; contamination issue</i>	<i>M</i>	<p><i>The school site offers sufficient teaching capacity and space.</i></p> <p><i>Ongoing monitoring in place by SLT &amp; HODS</i></p>	<i>SLT</i>	<i>L</i>
<b>Social Distancing</b>	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times.</li> <li>• Allocated teaching areas for each bubble</li> </ul>	<p><i>Failure to control – contamination issue between Staff / Pupils.</i></p> <p><i>Breaks not staggered causing congestion possible cross contamination.</i></p>	<i>M</i>	<p><i>We will avoid large groups of pupils in key areas of the school e.g. entrances/exits, toilets and corridors.</i></p> <p><i>Movement around the school is minimal and</i></p>	<i>SLT</i>	<i>L</i>
						<i>L</i>



				<p><i>Breaks are staggered with ongoing monitoring to ensure each group remains together</i></p> <p><i>Pupils will remain in their year group bubble for all learning, inside and out. Most learning will take place in class groups (half of the year group) with some occasions when the whole year group bubble is together e.g. breaks, lunch, games, after school clubs. At these times, the year group bubbles will not mix with other year groups.</i></p> <p><i>There will be no contact sports in games or at playtimes.</i></p> <p><i>Staff can teach across bubbles but should remain socially distanced when doing so. Each member of staff will disinfect</i></p>		
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				<p><i>teacher resources after use.</i></p> <p><i>The staff common room is not in use and staff can eat in the dining hall (socially distanced from each other and the pupils) or in the classroom.</i></p> <p><i>Onsite maintenance to ensure issues are addressed.</i></p> <p><i>Additional Handwashing stations established.</i></p> <p><i>Office layouts revised as required. Use of Perspex screens where desks cannot be moved to face the same way.</i></p>	<p><i>Site Manager</i></p> <p><i>Deputy School Business Manager</i></p>	
	Information shared with parents regarding pupils travelling to school, encouraging walking, or cycling and avoiding public transport as much as possible.	<p><i>Lack of communication causing uncertainty and confusion.</i></p> <p><i>Lack of confidence in the school's system to protect children</i></p>	<i>H</i>	<p><i>Parents / Guardians fully briefed on the school's controls and systems – including where the School's responsibility for the child starts and ends.</i></p>	<i>SLT</i>	<i>L</i>
		<i>Contamination issue</i>	<i>H</i>	<p><i>On arrival, the playgrounds will be divided into separate</i></p>	<i>SLT</i>	<i>L</i>

	Avoid pupils (and staff) entering school congregating and breaching social distancing.			<i>areas and pupils will go straight to their designated outdoor area. Entry to the building is controlled for each bubble.</i>		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<i>Contamination issue</i>	<i>H</i>	<i>Hygiene behaviour requirements reinforced by teaching staff</i>  <i>Contact made with parents. Sanctions in place.</i>  <i>Individualised approach in place for pupils who might struggle to follow expectations by class form teacher/s</i>	<i>SLT</i>	<i>M</i>
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Contamination issue.</i>  <i>Assemblies reorganised and reduced to 'bubbles'</i>	<i>H</i>	<i>Assemblies in take place via video or in separate bubbles.</i>	<i>SLT</i>	<i>L</i>
	Social distancing plans communicated with parents.	<i>Poor / lack of communication</i>	<i>M</i>	<i>Parents / guardians advised in advance.</i>  <i>Behaviour requirements reinforced by teaching staff</i>	<i>SLT</i>	<i>L</i>

				<i>Access restricted if breaches continue</i>		
	<p>Arrangements in place for the use of different spaces during break times.</p> <p>NB: Any relevant outdoor equipment should not be used unless it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</p>	<p><i>Contamination issue.</i></p> <p><i>Difficult to control mass groups.</i></p> <p><i>Disinfection procedures insufficient</i></p>	<i>H</i>	<p><i>Bubbles controlled by duty staff.</i></p> <p><i>Staggered break times.</i></p> <p><i>Good disinfection controls in place.</i></p> <p><i>Access to equipment is restricted</i></p> <p><i>Wet weather systems are in place for break times, before school supervision and for games</i></p>	<i>Duty Staff /SLT</i>	<i>M</i>
<b>Catering</b>	<p>Arrangements in place to provide a catering service to pupils and staff on site.</p>	<p><i>School kitchen has been closed. Possible issues with recommissioning.</i></p> <p><i>Lack of available staff.</i></p>	<p><i>H</i></p> <p><i>H</i></p>	<p><i>Catering department open.</i></p> <p><i>A hot service from the dining hall in different sittings for different year group bubbles</i></p> <p><i>Catering HACCP system reviewed, and amendments implemented.</i></p>	<p><i>Catering Manager</i></p> <p><i>SLT</i></p>	<p><i>L</i></p> <p><i>L</i></p>

				<i>Covid19 assessment specific for the catering department is in place</i>	
	Arrangements for when and where each group will take lunch are in place so that pupils do not mix with children from other bubbles.	Staggered system fails – groups mixing – contamination issue	<i>M</i>	Monitored by teaching staff and HODS so that bubbles are socially distanced from other bubbles	<i>Catering Manager / Teaching Staff / SLT</i>  <i>L</i>
	Arrangements for food deliveries in place.	System fails and children do not receive meal	<i>M</i>	Catering team on site to deliver packed lunches to each class (Should this option be required).  Additional trolleys and other methods of delivering food purchased.  In emergency, wide range of supermarkets are nearby	<i>Catering Manager</i>          <i>L</i>
	Member of Catering staff contracts COVID 19 or shows signs of COVID-19	Loss of catering provision to whole school		This risk is reduced if option of a cold delivered food service is taken. Should a member of the catering team test positive for Covid-19, we close the kitchen for 72hrs, fog	          <i>M</i>

			<i>H</i>	the area with antiviral/antibacterial product and deep clean. Home packed lunches will be required in this eventuality.	<i>Catering Manager / School Business Manager / SLT</i>	
<b>PPE</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Insufficient / incorrect PPE contamination issue.  Distress / pressure on staff.  Reduced confidence in the workplace.	<i>M</i>	Site Manager consider department PPE requirements.  School Business Manager organises the sourcing and supply of PPE.  Where required Staff are trained in the correct use of PPE	<i>Ongoing</i>	<i>L</i>
<b>Response to suspected/ confirmed case of COVID19 in school/at home</b>	Approach to confirmed/suspected COVID19 cases in place: during school day <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action?</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Sanitising / Cleaning procedure in place</li> </ul>	<i>Distress and confusion.</i>  <i>Staff feeling nervous about dealing with cases without prior advance warning they may be required to.</i>  <i>Communication reaching parents before a School response is planned and distributed.</i>  <i>Risk of contamination to School population.</i>	<i>H</i>	Medical room in the Dovecott will be used as a quarantine area  Use of infra-red thermometers to record and track temperature readings  Cleaning / disinfection procedure is in place	<i>In Place for resumption.</i>  <i>School Nurse</i>	<i>L</i>

	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place</li> </ul>			<p>Parent / guardian contacted to collect the child from school</p> <p>Head is responsible for contacting parents (or delegating this duty to SLT) if there is a confirmed case or if we are contacting via the test and trace system. We will follow all instructions given by PHE including potentially closing the school, or parts of it, and deep cleaning where required.</p>		
	<p>Approach to confirmed/suspected COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating person away from certain parts of the school to clean, if possible, hold in quarantine room.</li> <li>• Cleaning and sanitising procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<p><i>No responsible personnel available on site</i></p> <p><i>Evening cleaners have gone home</i></p>	<p><i>L</i></p>	<p><i>There are spare facilities available on site.</i></p> <p><i>Evening cleaners work until 8pm.</i></p> <p><i>Head lives on site</i></p>	<p><i>In place and ongoing</i></p>	<p><i>L</i></p>

	<p>Approach to confirmed/suspected COVID19 cases at home:</p> <ul style="list-style-type: none"> <li>• Communication with parents and staff</li> <li>• Liaison with School Nurse</li> </ul>	<p><i>Infection is spread through the school community</i></p>	<p><i>H</i></p>	<p>Clear communication with parents and staff about vigilance in looking out for COVID19 symptoms for all household members and that they must take responsibility for following any self-isolation requirements.</p> <p>Isolation periods must be followed (see <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents</a> for full details) and the School Nurse will advise and liaise</p> <p>Pupils must not attend school if they have had Calpol (or similar medication) before school.</p> <p>Quarantine periods must be adhered to (if relevant) following trips abroad.</p>	<p><i>SLT</i></p> <p><i>School Nurse</i></p> <p><i>All staff</i></p> <p><i>Parents</i></p>	<p><i>L</i></p>
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				Parents will agree by email that they will comply with all of the above.		
<b>Pupil Re-orientation</b>  <i>back into school after a period of closure/ being at home</i>	Approach and expectations around school uniform determined and communicated with parents.	<i>Inconsistent uniform standards - difficult for staff to manage.</i>  <i>Risk of increased lost property on site – leading to risk of cross contamination.</i>	L	<i>Expectations regarding uniform to be clearly communicated to pupils and their parents in advance of reopening.</i>  <i>Recommendation to bring as little additional clothing and baggage onto site.</i>	SLT  Prior to 9 <sup>th</sup> September	L
	Changes to the school day/timetables shared with parents.	<i>Disruption due to poor communications</i> <i>Parents unhappy with modified timetables</i>	M	<i>Parents / guardians have been advised in advance of any changes to the timetables</i> <i>By SLT</i>	SLT	L
	All pupils instructed to bring a water bottle each day.  Water fountains not in use.	<i>Pupils do not bring bottle of water – risk of dehydration, headaches, lack of concentration.</i>	H	<i>Refill stations established for each year group bubble.</i>  <i>Pupils can bring two water bottles each day if required.</i>	Site Manager / Catering Manager	L

	<p>Reminders about hand washing and respiratory hygiene</p>	<p><i>Risk of Covid-19 infection due to dirty hands and poor respiratory hygiene</i></p>	<p><i>H</i></p>	<p><i>Pupils will receive regular reminders about hand washing and respiratory hygiene.</i></p> <p><i>All pupils and staff will at the least wash their hands at the following times: on arrival at school, before and after eating, after going to the toilet, before returning to the classroom from break and when moving to another teaching space.</i></p> <p><i>Each classroom has a 'catch-it, kill-it, bin-it' foot pedal bin for safe storage of used tissues. These bins are emptied twice a day by the school cleaner.</i></p>		<p><i>L</i></p>
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in</p>	<p><i>Poor / unclear / communications</i></p> <p><i>Unease / anxiety for the pupils.</i></p> <p><i>Uneven levels of attainment.</i></p> <p><i>Failure to restructure lesson plans to identify and address</i></p>	<p><i>M</i></p>	<p><i>Lesson plans reviewed and pupils monitored to identify learning levels and individual pupil plans devised and implemented.</i></p>		<p><i>L</i></p>

	<p>school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>	<p><i>different levels of attainment.</i></p> <p><i>Pupils concerns over socialising following 'lockdown'.</i></p>		<p><i>Social distancing/bubbling enforced but face to face communication is encouraged by all teaching staff.</i></p>	<p><i>Lead by SLT prior to reopening</i></p>	
	<p>Approach to supporting wellbeing, mental health, and resilience, including bereavement support is in place.</p>	<p><i>System not in place or poorly implementing leading to low morale, amongst individuals and colleagues</i></p>	<p><i>H</i></p>	<p><i>Front line pastoral care for pupils continues to be provided by the teaching staff.</i></p> <p><i>The School's Counsellor is available.</i></p> <p><i>Bereavement Policy reviewed</i></p> <p><i>HoDs and Line Managers to look out for signs of concern amongst their staff.</i></p>	<p><i>SLT</i></p>	<p><i>M</i></p>

	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Referrals to social care and other support vulnerable groups</li> </ul>	<p><i>Lack of support being thought about or offered causing distress to pupils and parents leading to reputational damage.</i></p>	<p><i>H</i></p>	<p><i>Increased window within which to settle fees.</i></p> <p><i>Opportunity to apply for hardship bursaries.</i></p> <p><i>First half of term focus of pastoral system on impact of lockdown on pupils</i></p>	<p><i>School Business Manager</i></p>	<p><i>M</i></p>
<p><b>Transition into new year group</b></p> <p><b><i>What will need to be different this year because of COVID19?</i></b></p>	<ul style="list-style-type: none"> <li>• Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</li> </ul>	<p><i>Staff not briefed / prepared for the additional wellbeing support required</i></p>	<p><i>M</i></p>	<p><i>Staff refresher training session on processes and procedures</i></p> <p><i>Enhanced induction for pupils at the start of term (particularly at key transition points)</i></p>	<p><i>SLT</i></p>	<p><i>L</i></p>
<p><b>Safeguarding</b></p>	<p>Updated Child Protection Policy in place.</p>	<p>Policy updates not prepared / communicated</p>	<p><i>M</i></p>	<p><i>Temporary COVID19 Child Protection Policy prepared and implemented</i></p>	<p><i>Designated Safeguarding Leads</i></p>	<p><i>M</i></p>

	Work with other agencies has been undertaken to support vulnerable pupils and families.	Lockdown disruption causes systems not to be followed; agencies not as efficient as previously	<i>H</i>	<i>As needed, all Safeguarding procedures continue to be followed; agencies continue to function</i>	<i>Designated Safeguarding Leads</i>	<i>M</i>
	Consideration given to the safe use of physical contact in context of managing behaviour.	Plans not prepared / communicated. Accusations made against Staff. Contamination risk	<i>M</i>	Individual consistent management plans reviewed to ensure they include protective measures.  Teaching staff advised appropriately.	<i>Designated Safeguarding Leads</i>	<i>L</i>
	Current learning plans, revised expectations and required adjustments have been considered.	Plans not prepared / communicated.	<i>M</i>	<i>Safeguarding Leads to ensure all is in place for start of term.</i>	<i>All Teaching Staff</i>	<i>L</i>
<b>Curriculum / learning environment</b>	Whole school approach to adapting 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 pupil achievements/ outcomes</li> </ul>	<i>Lack of recognition for the efforts pupils have put in during the lockdown phase. Leading to possible feeling of resentment.</i>	<i>M</i>	<i>Teaching staff are aware that learning during lockdown might have been different for individual pupils and pupils may be anxious about their return to school. The PHSE/Wellbeing programme will take this into account.</i>	<i>Teaching staff</i>	<i>L</i>

	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	<i>Failure to review policy and procedures.</i>	<i>M</i>	<i>Behaviour policy reviewed and updated. Communicated to all staff.</i>	<i>SLT</i>	<i>L</i>
	Approach to provision of the elements of the Educational Health Care Plan including health/therapies.	<i>Availability of appropriately trained staff who are able to provide personal care and mobility support.</i>	<i>M</i>	<i>Review the number and availability of staff able to undertake support. Address as required.</i>	<i>SENDCO</i>	<i>L</i>
		<i>Lack of PPE and relevant training for safely providing support at close contact.</i>	<i>M</i>	<i>Dynamic risk assessment for support requiring close contact, with guidance for staff on use of infection control measures.</i>		<i>L</i>
			<i>M</i>			<i>L</i>
<b>Pupils with SEND</b>	Annual reviews.	<i>Poor Communication.</i>	<i>M</i>	<i>Annual review of stakeholders and contributors clearly informed of any procedural changes.</i>	<i>SENDCO</i>	<i>L</i>
		<i>Visitors on site increasing infection risk.</i>	<i>M</i>			<i>L</i>
	Requests for assessment.	<i>Infection risk due to close contact element of assessment.</i>	<i>M</i>	<i>Following social distancing and use of PPE where required.</i>	<i>SENDCO</i>	<i>L</i>
		<i>Limitations of assessment with distancing measures in place (inadequate observational evidence).</i>	<i>M</i>	<i>Ongoing dialogue with external assessors regarding assessment availability and procedures in place.</i>		<i>L</i>
		<i>Specialist external assessment unavailable.</i>	<i>M</i>			<i>L</i>

	Approach to supporting attendance determined.	<i>Poor / unclear communication</i>	<i>M</i>	<i>Prioritised year groups identified. Pupils contacted and supported ready for the return to school. Existing triage methods deemed appropriate.</i>	<i>SLT</i>	<i>L</i>
<b>Attendance</b>	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>Unclear plans / poorly communicated. Staff not sure when they are coming back, or where they are expected to be working from.</i>	<i>M</i>	<i>Clearly defined plans devised by SLT and communicated to staff. Plans under constant review and modified when required following changes to guidance and feedback from staff.</i>	<i>SLT In place prior to reopening</i>	<i>L</i>
<b>Communication</b>	Re-opening plans shared with governors.	<i>Governors unsure about, or not aligned with, School leadership plans.</i>	<i>M</i>	<i>Governors informed of and agree plans and procedures. Reviews and updates are communicated and agreed with the Governors.  MTP COVID-19 Risk Assessment signed off by Governors prior to reopening of school.</i>	<i>Head / Chair of Governors</i>	<i>L</i>

	<p>Communications with parents:</p> <ul style="list-style-type: none"> <li>Plan for re-opening</li> </ul>	<p><i>Lack of clear guidance leading to confusion and misinformation being spread between parent body.</i></p>	M	<p><i>Clear and concise reopening plans are shared with parents / guardians.</i></p>	Head	L
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>Changes to timetable</li> <li>Social distancing arrangements</li> <li>Staggered collection times</li> <li>Expectations when in school and at home</li> <li>Travelling to and from school safely</li> </ul>	<p><i>Confusion and concern amongst pupils possibly negatively affecting their education and settling back in.</i></p>	H	<p><i>Clear and concise reopening plans are shared with all stakeholders and time is allocated to ensure they are explained.</i></p>	All SLT	L
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>	<p><i>Lack of communication leading to frustration and confusion amongst parents and their children.</i></p>	H	<p>Letters, website updates, newsletter, social media</p>	SLT	L
	<p>Meetings and decisions that need Governor input are prioritised.</p>	<p><i>Lack of recognition of priority decisions requiring Governor input.</i></p> <p><i>Failure to clearly advise Governors on priority matters.</i></p>	M	<p>Virtual governing body meetings to continue as scheduled via MS Teams / Zoom.</p>	Head / Bursar / Chair of Governors	L
<b>Governors/ Governance</b>	<p>Governors are clear on their role in the planning and re-opening of</p>	<p><i>Lack of clarity given to or received from Governors leading to</i></p>		<p><i>Governors have been involved in the revision</i></p>		L

	<p>the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.</p>	<p><i>miscommunication and confusion.</i></p>	<p>M</p>	<p><i>of processes since 23<sup>rd</sup> March and throughout.</i></p> <p><i>Good system of communication between Governors and School Leaders in place.</i></p>	<p><i>Head / Bursar / Chair of Governors</i></p>	
	<p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p>	<p><i>Risk of contamination by going ahead with School trips and mass gatherings such as Assemblies, Parents Evenings, productions etc.</i></p> <p><i>Possible reputational risk by proceeding.</i></p>	<p>H</p>	<p><i>School Assemblies, parents' evenings, open mornings, and other mass gatherings cancelled until further notice.</i></p> <p><i>School trips, sports fixtures and swimming cancelled until further notice.</i></p>	<p><i>In place and ongoing.</i></p> <p><i>SLT</i></p>	<p>L</p>
<p><b>School events, including trips</b></p>	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p>	<p><i>Risk of additional costs incurred not being kept which may otherwise have been recouped through insurance.</i></p> <p><i>Lack of understanding of financial pressures resulting from COVID-19</i></p>	<p>H</p>	<p><i>HoDs to keep a record of any additional expenses incurred as a direct result of COVID-19 restrictions.</i></p>	<p><i>In place and ongoing</i></p>	<p>L</p>
<p><b>Finance</b></p>	<p>Claims submitted for reimbursement for example,</p>	<p><i>Claims not submitted or not supported by paperwork resulting in additional loss of forecast income</i></p>	<p>H</p>	<p><i>As above.</i></p> <p><i>HoDs to be made aware of pressure on finances</i></p>		<p>L</p>

	increased premises related costs; additional cleaning.			<i>and to look out for methods of recouping any losses.</i>	<i>In place and ongoing</i>	
	Any loss of income understood, including the financial implications of possibly not restarting.	<i>Lack of understanding on the benefit of income</i>	<i>M</i>	<i>Risk has been accounted for.</i>	<i>Bursar / School Business Manager</i>  <i>In place and ongoing</i>	<i>L</i>
	Insurance claims, including visits/trips booked previously.	<i>Supporting records not kept and claims not being made.</i>	<i>M</i>	<i>All options to claim expenses back through insurance to be explored and taken.</i>	<i>In place and ongoing.</i>  <i>Trip leaders / SLT</i>	<i>L</i>
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>	<i>Failure to advise contracted services of resumption.</i>	<i>L</i>	<i>Only cleaning is outsourced at MTP Deputy School Business Manager is in regular communication with the cleaning contractor.</i>  <i>Cleaning contractor has provided copies of training records, risk assessments, COSHH assessments, MSDS</i>	<i>Deputy School Business Manager</i>	<i>L</i>
<b>Transport</b>	Families encouraged to come to school via car, walking or cycling.		<i>H</i>	<i>Anyone using public transport can minimise</i>	<i>SLT</i>	<i>L</i>

	<p>Travel to School via Metropolitan line services remains possible.</p> <p>Use of School Minibuses</p>	<p><i>Risk of Covid-19 infection from use of public transport and shared school minibuses</i></p>		<p><i>their risk by following TfL guidance: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> (updated on 25/7/20)</i></p> <p><i>School minibuses are not in use until further notice</i></p> <p><i>Parents have been informed of these measures.</i></p>	
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