

## CV19 Risk Assessment and operational plan for Nishkam High School Birmingham

This risk assessment has been based on the DfE guidance and checklist for full opening of schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

| Risk  | Who might be harmed?      | Controls   | Controls in place   | Likelihood 1-3 | Impact 1-3 | Residual Risk | Owner        | Start Date | Review Date | RAG |
|---|---------------------------|--|---|----------------|------------|---------------|--------------|------------|-------------|-----|
| <b>Section 1: Public health advice to minimise coronavirus (COVID-19) risks</b> |                           |  |   |                |            |               |              |            |             |     |
| 1.1 Member of staff or pupil becomes unwell at school                           | Pupils, staff and parents | 1.1.1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms are isolated as quickly as possible | Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not encounter others and are supervised always, and government guidance is followed.                         | 1              | 2          | 2             | DKe/CDe      | 7.7.20     | 15.3.21     |     |
|   |                           |  | NST COVID-19 Protocols and Procedures and FAQ document detail all the relevant processes and procedures. Contact details for staff and pupils will be kept up to date.  |                |            |               |              |            |             |     |
|   |                           | 1.1.2 Separate room for individuals who become unwell at school  | <b>Updates on controls</b><br>26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Parents and staff are made aware pupils and staff must not attend school if they have any COVID-19 symptoms and follow government guidance.  |                |            |               |              |            |             |     |
|   |                           |  | The first aid room is to be used for sick pupils can be kept in until parents come to collect them, ideally with a door you can close; a window you can open for ventilation and a separate bathroom they can use; ensure PPE equipment is available for member of staff if they cannot maintain 2m distance from the child; Ensure cleaning regime straight after use. | 1              | 2          | 2             | DKe/CDe      | 7.7.20     | 15.3.21     |     |
|   |                           |  | <b>Updates on controls</b><br>26.2.21 – Medical rooms have been reviewed to ensure that cleaning regime is in situ and all equipment available.   |                |            |               |              |            |             |     |
| 1.2 Limited information re handwashing/ hygiene                                 | Pupils, staff and parents | 1.2.1 Guidance re handwashing/ hygiene increasing the frequency of cleaning hands  | NST COVID-19 Protocols and Procedures and FAQ document issued to all staff (including catering and IT contractors and cleaning contractors regarding the handwashing and hygiene.   | 1              | 1          | 1             | DKe/CDe      | 7.7.20     | 15.3.21     |     |
|   |                           |  | Guidance for parents and pupils to be shared re school routines - all to wash/sanitise hands regularly on arrival and when leaving the premises, including breaks, change rooms and before and after mealtimes; behaviour expectations (via behaviour guidance) are shared with parents, staff and pupils;  |                |            |               |              |            |             |     |
|   |                           |  | <b>Updates on controls</b><br>26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Communication shared with parents and pupils regarding handwashing and respiratory hygiene.  | 1              | 1          | 1             | CDe/Site Sup | 7.7.20     | 15.3.21     |     |
|   |                           |  | Have appropriate signage/ posters on site referring to social distancing; including shared spaces such as staff room, kitchen, offices and classrooms;  |                |            |               |              |            |             |     |
|   |                           |  | <b>Updates on controls</b><br>26.2.21 – All posters and signage is in place across the school site.   |                |            |               |              |            |             |     |
| 1.3 Limited hand washing facilities   | Pupils, staff and parents | 1.3.1 Hand washing facilities 'stations' required in communal areas and classrooms   | Hand sanitiser and moisturiser at key entry points of buildings and hand washing facilities throughout the school in communal areas including classrooms  | 1              | 2          | 2             | Site Sup     | 7.7.20     | 15.3.21     |     |
|   |                           |  | <b>Updates on controls</b><br>26.2.21 – All hand washing facilities are in situ.  |                |            |               |              |            |             |     |

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|  |                           |   | Continue to monitor daily hand sanitisers, soap and stock; process to be documented;  | I | 2 | 2 | Site Sup | 7.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – stock is monitored and replenished in advance of the reopening.   |   |   |   |          |         |         |  |
| I.4 Risk of contamination by poor respiratory hygiene            | Pupils and staff          | I.4.1 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach   | FAQ document and addendum to behaviour policy outlines best practice regarding respiratory hygiene, Health and Safety Policy has also been updated to reflect the importance of maintaining good respiratory hygiene.   | I | 2 | 2 | DKe/CDe  | 7.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – pupils are reminded of respiratory hygiene at regular intervals   |   |   |   |          |         |         |  |
|  |                           |   | Every classroom and shared communal space to have supplies of facial tissues; and lidded bins   | I | I | I | DKe/CDe  | 14.7.20 | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – stock is monitored and replenished in advance of the reopening.   |   |   |   |          |         |         |  |
| I.5 Limited cleaning on site, high touch surfaces not identified |                           | I.5.1. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach | Increased and in-depth cleaning programme across the school daily supervised by the Site Manager; plan and monitor  | I | 2 | 2 | DKe/SBu  | 7.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – Cleaning schedule has been reviewed and in place for the reopening of the school.   |   |   |   |          |         |         |  |
|  |                           |   | Cleaners – minimise contact with staff and pupils. Changes to scheduled cleaning to ensure that classrooms and shared spaces are empty before cleaning is completed.  | I | 2 | 2 | DKe/SBu  | 7.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – Cleaners are made aware of the schedule and importance of social distancing. Risk assessments and staff guidance is shared with colleagues  |   |   |   |          |         |         |  |
|  |                           |   | Increased toilet cleaning to throughout the day; signage sheet in progress to ensure hourly checks have been completed  | I | 2 | 2 | DKe/SBu  | 7.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – Cleaning schedule has been reviewed and in place for the reopening of the school.   |   |   |   |          |         |         |  |
|  |                           | I.5.2 Cleaning of high touch surfaces   | High touch surfaces identified and included in cleaning schedule to increase frequency of cleaning of surface areas. Cleaning schedule has been revised to include deep cleaning of classrooms and communal areas.  | I | 2 | 2 | DKe/SBu  | 7.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – Cleaning schedule has been reviewed and in place for the reopening of the school.   |   |   |   |          |         |         |  |
| I.6 Social distancing measures not in place                      | Pupils, staff and parents | I.6.1 'Groups' of pupils are a safe and manageable size.  | 'Groups' are formed based on year groups for KS4 and KS5. They are formed on the basis that their interaction with other groups can be minimised and still be taught a broad and balanced curriculum. The risk that younger pupils will not always be able social distancing, which is acceptable within their group. NST COVID-19 Protocols and Procedures and FAQ document details the specific actions and controls. | I | 2 | 2 | CDe/DKe  | 7.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – 'Groups' have been reviewed by staff to ensure that they continue to meet DfE guidelines and minimise unnecessary contact where possible.   |   |   |   |          |         |         |  |
|  |                           | I.6.2 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – <b>inside the building</b>   | Only one class in a corridor at a time, accompanied by a staff member always and following to keep distance; Staggered lunch timetables in place to minimise the contact of pupils in the corridors: Individual plan of routines of when pupils use the toilets; FAQ document shared with staff to advise of process and procedures FAQ document has been shared  | I | 2 | 2 | CDe/DKe  | 7.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – social contact in communal areas has been reviewed and all one way systems in the building have been reviewed and in place in advance of the reopening.   |   |   |   |          |         |         |  |
|  |                           |   | IT Technicians – minimise contact with staff and pupils. Any tickets logged to be resolved remotely where possible. If onsite support is required then they to only enter classrooms, shared staffing areas when empty. NST COVID-19 Protocols and Procedures, School risk assessments and FAQ document shared with staff, identifying social distancing measures and hygiene measures/ guidance.                       | I | 2 | 2 | CDe      | 7.7.20  | 15.3.21 |  |

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|  |   |   | <b>Updates on controls</b><br>26.2.21 – Colleagues are made aware of the importance of social distancing. Risk assessments and staff guidance is shared with colleagues  |   |   |             |         |         |         |  |
|  |   |   | Office staff – minimise contact with staff and pupils School COVID-19 School risk assessments and FAQ document shared with staff, identifying social distancing measures and hygiene measures/ guidance.   | I | 2 | 2           | DKe/CDe | 7.7.20  | 15.3.21 |  |
|  |   |   | <b>Updates on controls</b><br>26.2.21 – Colleagues are made aware of the importance of social distancing. Risk assessments and staff guidance is shared with colleagues  |   |   |             |         |         |         |  |
|  |   |   | Site management team – minimise contact with staff and pupils NST COVID-19 Protocols and Procedures, School risk assessments and FAQ document shared with staff, identifying social distancing measures and hygiene measures/ guidance. Site Manager will not enter classroom unless it is empty. All inspections/ audits will be completed when the classroom and shared spaces are empty.      | I | 2 | 2           | DKe/CDe | 7.7.20  | 15.3.21 |  |
|  |   |   | <b>Updates on controls</b><br>26.2.21 – Colleagues are made aware of the importance of social distancing. Risk assessments and staff guidance is shared with colleagues  |   |   |             |         |         |         |  |
|  |   |   | <u>Catering staff</u> – minimise contact with staff and pupils. Catering staff to maintain social distancing where possible inside the kitchen, the number of people allowed in the area is restricted.<br>NST COVID-19 Protocols and Procedures, School risk assessments and School COVID-19 Guidance shared with staff, identifying social distancing measures and hygiene measures/ guidance. | I | 2 | 2           | CDe     | 7.7.20  | 15.3.21 |  |
|  |   |   | <b>Updates on control measures</b><br>26.2.21 – Colleagues are made aware of the importance of social distancing. Risk assessments and staff guidance is shared with colleagues  |   |   |             |         |         |         |  |
|  |   |   | <u>External Visitors</u><br>All external visitors requested to complete a form to confirm that they do not have any symptoms related to COVID-19. QR code also in place.   | I | 2 | 2           | CDe     | 7.9.20  | 15.3.21 |  |
|  |   |   | <b>Updates on control measures</b><br>26.2.1 – External visits will be minimised unless essential. School COVID-19 guidelines are shared and QR code in place for Test and Trace.  |   |   |             |         |         |         |  |
|  |   |   | Parents and carers to email or phone with any private or confidential matters. All face to face meetings to be scheduled in advance.   | I | I | I           | SBu     | 7.7.20  | 15.3.21 |  |
|  |   |   | <b>Updates on controls</b><br>26.2.21 – communication shared with parents requesting that any queries are raised over the phone or school email.   |   |   |             |         |         |         |  |
|  |   |   |  |   |   |             |         |         |         |  |
|  | I.6.3 Extracurricular provision to be reviewed        | The offer of extracurricular provision would be considered whilst ensuring that the setting is COVID-19 secure and social distancing can be monitored.  | I  | I | I | CDE/TBr     | 7.7.20  | 15.3.21 |         |  |
|  |   | <b>Updates on controls</b><br>26.2.21 – no extracurricular activities in place based on government guidelines   |  |   |   |             |         |         |         |  |
|  | I.6.4 Minimise contact between staff in shared spaces | The staff room and any shared spaces will be well ventilated and there will be a maximum number of 6 staff in one area. Video conferencing will continue to be encouraged for larger meetings even when colleagues are on site. NST COVID-19 Protocols and Procedures and FAQ document details the specific actions and controls. | I  | 2 | 2 | DKe/CDe/ARu | 7.7.20  | 15.3.21 |         |  |
|  |   | <b>Updates on controls</b><br>26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings.  |  |   |   |             |         |         |         |  |

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|   |  | 1.6.5 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – <b>inside the classroom</b>   | Staff to redesign rooms, remove excess furniture and ensure that tables are facing forwards, Teacher interaction to be limited and to maintain up to 2m distance where possible. FAQ document details specific actions and controls.   | 1 | 2       | 2       | CDe/Site Sup | 7.7.20  | 15.3.21 |  |
|   |  |  | <b>Updates on controls</b><br>26.2.21 – Classroom environment has been reviewed to ensure that social distancing can be maintained where possible.   |   |         |         |              |         |         |  |
|   |  | Equipment will not be shared where possible. Any shared equipment such as keyboards must be cleaned with surface spray/ alcohol wipes after use. Pupils to keep own books on desk in trays to minimise moving around the classroom in addition to own learning pack; Resources can be shared within the year ‘groups’ however unnecessary sharing will be avoided. Shared sports and science equipment to be cleaned thoroughly in between uses. | 1  | 2 | 2       | DKe/CDe | 7.7.20       | 15.3.21 |         |  |
|   |  | <b>Updates on controls</b><br>26.2.21 – Colleagues and pupils aware that resources should not be shared where possible. Cleaning materials in place to ensure that all shared equipment can be wiped clean.  |  |   |         |         |              |         |         |  |
|   | 1.6.6 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – <b>break and lunchtimes</b>   | Break times will be staggered by ‘groups’ to maintain social distancing where possible. Staggered lunches will be held in the dining room. All tables will be cleaned and pupils to wash their hands before and after eating.  | 1  | 2 | 2       | DKe/CDe | 7.7.20       | 15.3.21 |         |  |
|   |  | <b>Updates on controls</b><br>26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Communication shared with parents and pupils regarding staggered break and lunchtimes.  |  |   |         |         |              |         |         |  |
| 1.6.7 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – <b>outdoor shared spaces/ playground</b> | Playgrounds will be sectioned in zones so that ‘groups’ are aware of the restrictions to ensure that they and maintain social distancing.<br>NST COVID-19 Protocols and Procedures and FAQ document details the specific actions and controls. | 1  | 2  | 2 | DKe/CDe | 7.7.20  | 15.3.21      |         |         |  |
|   | <b>Updates on controls</b><br>26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Communication shared with parents and pupils regarding outdoor spaces           |  |  |   |         |         |              |         |         |  |
|   |  | 1.6.8 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – <b>shared spaces</b>  | Interaction will be limited between groups as much as possible and the shared use of classrooms will be limited. Virtual assemblies will be held live streamed to classrooms where possible. NST COVID-19 Protocols and Procedures and FAQ document details the specific actions and controls.   | 1 | 2       | 2       | DKe/CDe      | 7.7.20  | 15.3.21 |  |
|   |  |  | <b>Updates on controls</b><br>26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Communication shared with parents and pupils regarding staggered break and lunchtimes.  |   |         |         |              |         |         |  |
|   |  | 1.6.9 Social distancing – <b>outside of building</b>   | External one-way system including social distancing measures around site where required; FAQ document includes details regarding procedures; parents have also received guidance advising them of the process.   | 1 | 2       | 2       | DKe/CDe      | 7.7.20  | 15.3.21 |  |
|   |  |  | <b>Updates on controls</b><br>26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings. Communication shared with parents and pupils regarding social distancing outside of the building.   |   |         |         |              |         |         |  |
| 1.7 PPE Equipment not available or work correctly   |  | 1.7.1 Where necessary, wear appropriate personal protective equipment (PPE)  | NST COVID-19 Protocols and Procedures includes reference to the DfE guidance stating that PPE should be avoided in educational settings; with the following exceptions; Pupils whose care routinely already involves the use of PPE due to their intimate care needs; Pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home; a face mask should be worn by the adult if a distance of two metres cannot be maintained. Stock of PPE will be monitored closely by SBu and replenished as and when required. | 1 | 1       | 1       | SBu          | 7.7.20  | 15.3.21 |  |
|   |  |  | <b>Updates on controls</b><br>26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings  |   |         |         |              |         |         |  |

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| 1.8 Colleagues and parents do not follow PHE / NHS test and trace process             | Staff, pupils and parents | 1.8.1 Engage with the Trace and Test process  | Public Health England health protection team NST COVID-19 Protocols and Procedures includes information of how schools must engage with the PHE protection team. Colleagues to sign and confirm that they are willing to follow the test and trace process set out by PHE.   | 1 | 2 | 2 | CDe/DKe  | 7.7.20   | 15.3.21 |  |
|   |                           |   | <b>Updates on controls</b><br>26.2.21 – All guidance has been reviewed in advance of the reopening of the schools and will be shared with staff via briefings  |   |   |   |          |          |         |  |
| 1.9 Increase in the number of COVID-19 cases locally resulting in local lockdown      | Staff, pupils and parents | 1.9.1 Manage confirmed cases of coronavirus (COVID-19) amongst the school community | NST COVID-19 Protocols and Procedures has been updated to reflect the processes to be followed with the advice and guidance of the PHE Health Protection Team. In some cases, the Health Protection Team could recommend that larger number of pupils (class group or year group) self-isolate at home as a precautionary measure. PHE to provide template letters and resources with the school to ensure that appropriate and relevant information is shared within the community. This has formed part of the Trust communication strategy, | 1 | 1 | 1 | CDe/DKe  | 7.7.20   | 15.3.21 |  |
|   |                           |   | <b>Updates on controls</b><br>26.2.21 – Guidance received from DfE confirming that they will share relevant information dependent on the circumstances.  |   |   |   |          |          |         |  |
| 1.10 Advice from the PHE Health Protection Team not followed or inaccurate            | Staff, pupils and parents | 1.10.1 Contain any outbreak by following local health protection team advice        | NST COVID-19 Protocols and Procedures has been updated to reflect the processes and procedures now in place to engage with the PHE Health Protection Team and ensure that each case is managed appropriately to mitigate the risk of a potential outbreak.   | 1 | 1 | 1 | CDe      | 7.7.20   | 15.3.21 |  |
|   |                           |   | <b>Updates on action</b><br>26.2.21 – Guidance from PGE is monitored closely by SLT ensuring that good practice is shared with the Executive Team  |   |   |   |          |          |         |  |
| 1.11 Government guidance to complete LFD (Lateral Flow Device) tests is not followed. | Staff, pupils and parents | 1.11.1 Staff/ pupils do not complete LFD tests at home                              | Staff/ Pupils are encouraged to complete LFD home test kits and report any positive results to the school.   | 1 | 2 | 2 | CDe      | 26.2.21. | 15.3.21 |  |
|   |                           |   | <b>Updates on action</b><br>26.2.21 – Communications have been shared explaining the importance of participating in the government LFD test initiative. Guidance has also been shared explaining the importance of reporting any positive test results and engaging with the NHS test and trace service  |   |   |   |          |          |         |  |
|   |                           | 1.11.2 Parents/ pupils do not provide consent for on site tests                     | Parents/ Pupils are encouraged to complete consent forms to allow onsite LFD test kits. LFD test onsite risk assessment has been completed and available upon request.   | 1 | 2 | 2 | CDe      | 26.2.21. | 15.3.21 |  |
|   |                           |   | <b>Updates on action</b><br>26.2.21 – strategy in place to contact parents via text, email and phone calls explaining further detail regarding the process and alleviating any concerns.   |   |   |   |          |          |         |  |
| Section 2 – School Operations   |                           |   |  |   |   |   |          |          |         |  |
| 2.1 Increased risk of transmitting virus using public transport                       | Staff, pupils and parents | 2.1.1 School bus service  | NST COVID-19 Protocols and Procedures has been updated to reflect the processes related to travel to school. School to liaise with bus companies to share risk assessments and confirm that strategies are in place to minimise the risk of spreading the virus. Recommend that social distancing is maintained where possible and hand sanitiser is made available to all pupils when boarding and leaving the bus and additional cleaning of vehicles. Pupils in Y7 and above should wear face coverings.                                    | 1 | 2 | 2 | DKe/ ARu | 7.7.20   | 15.3.21 |  |
|   |                           |   | <b>Updates on controls</b><br>26.2.21 – Coach service to resume with effect from 8 March 21, guidance and control measures in place to ensure that social distancing and/or ‘bubbles’ are maintained on the bus.   |   |   |   |          |          |         |  |
|   |                           | 2.1.2 Public transport  | NST COVID-19 Protocols and Procedures has been updated to include wider information regarding the use of public transport. Schools will have staggered starts and encourage staff, pupils and parents to walk or cycle to school where possible. The staggered starts this will not impact the overall teaching time   | 1 | 1 | 1 | CDe/DKe  | 7.7.20   | 15.3.21 |  |
|   |                           |   | <b>Updates on controls</b><br>26.2.21– updated guidance is staff, parents and pupils are signposted to national guidelines re the use of public transport  |   |   |   |          |          |         |  |

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|  |                           | 2.1.3 Process in place to safely remove and disposed of face coverings   | Staff and pupils are requested to wear a face covering in communal areas and in classrooms where social distancing is not possible. Designated area to remove face coverings are clearly signposted, the lidded bin will be emptied daily. Reusable face coverings will be placed in a sealable bag, hand must then be washed. NST COVID-19 Protocols and Procedures and FAQ document has been updated with the guidance. <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</a><br>NST COVID-19 Protocols and Procedures and FAQ document details the specific actions and controls. | I | I | I | CDe/DKe      | 18.8.20 | 15.3.21 |  |
|  |                           |  | <b>Updates on controls</b><br>26.2.21- lidded bins are available in communal areas and classrooms ensuring that face covering can be disposed of safely.   |   |   |   |              |         |         |  |
| 2.2 Low pupil attendance and engagement from families                    | Staff, pupils and parents | 2.2.1 Support for pupils who are shielding or self-isolating   | Identify the pupils who may not be able to attend based on clinical or public health advice the school will offer immediate access to remote education; schools will need to monitor their engagement.   | I | I | I | CDe/DKe      | 28.7.20 | 15.3.21 |  |
|  |                           |  | <b>Updates on controls</b><br>26.2.21 – Remote learning provision is in place for all pupils not attending school due to government guidance.  |   |   |   |              |         |         |  |
|  |                           | 2.2.2 Strategy in place to ensure that attendance is a focus for the school  | Attendance strategy in place to support all families and pupils who may be anxious to attend school. Pupils are identified, and regular processes are in place to monitor these. Parents are made aware that it is their duty to ensure that their child attends school regularly when they are of compulsory school age; the school will continue to record attendance and follow up any absences and issue sanctions where appropriate,  | I | 2 | 2 | SVo          | 27.8.20 | 15.3.21 |  |
|  |                           |  | <b>Updates on controls</b><br>26.2.21 – Communication has been shared with staff, pupils and parents re the importance of attendance at school, which is now compulsory. Parents are requested to contact the school if they have any particular anxieties or issues.  |   |   |   |              |         |         |  |
| 2.3 Low staff attendance   | Staff                     | 2.3.1 Support and guidance in place to reassure staff of measures in place for their wellbeing.                      | School leader to address any individual concerns of staff and ensure that their wellbeing is a continued focus. Bespoke support to be made available to be provided, remind them of any internal support plan/system that is in place. Including specific support centred around managing bereavement  | I | 2 | 2 |              | 7.7.20  | 15.3.21 |  |
|  |                           |  | <b>Updates on controls</b><br>26.2.21 – Staff continue to have regular updates from SLT regarding rhea support available via the employee assistance programme.  |   |   |   |              |         |         |  |
|  |                           | 2.3.2 Staff who are clinically vulnerable or extremely clinically vulnerable   | Staff guidance in place and circulated to identify any concerns specific to high risk staff.   | I | 2 | 2 | DKe          | 7.7.20  | 15.3.21 |  |
|  |                           |  | <b>Updates on controls</b><br>26.2.21 – (CV) Clinically Vulnerable staff can return to school; Clinically Extremely Vulnerable (CEV) are discussed with their line manager in the first instance.  |   |   |   |              |         |         |  |
| 2.4 Health and Safety duties are not met, and school is not COVID Secure | Pupils, staff and parents | 2.4.1 All statutory health and safety measures are met, reviewed and updated regularly                               | Health and Safety Policy has been reviewed and updated in Summer 1 2020. This is due to be reviewed annually. External Health and Safety risk assessments NHSB, (annual review to be scheduled for autumn 1). Termly Link Governor visits to be scheduled with effect from autumn term – these will review the completion and maintenance of all risk assessments, training requirements and statutory reporting. (All reports available upon request).  | I | 2 | 2 | CDe/Site Sup | 7.7.20  | 15.3.21 |  |
|  |                           |  | <b>Updates on controls</b><br>26.2.21 – Site managers have completed all statutory checks, external H&S provider to complete an onsite review when appropriate.  |   |   |   |              |         |         |  |
|  |                           | 2.4.2 Educational visits check, and risk assessments are completed following statutory guidelines and Trust policies | Education visits policy reviewed; ensure that all risk assessments are completed in advance of the educational visit. Follow all government guidance when planning any visits. Templates of risk assessment to be reviewed as part of the health and safety risk assessment.   | I | 2 | 2 | ARu/RP       | 7.7.20  | 15.3.21 |  |
|  |                           |  | <b>Updates on controls</b><br>26.2.21 – No educational visits are scheduled for this term based on government guidance.  |   |   |   |              |         |         |  |
|  |                           | 2.4.3 Improve ventilation in classrooms and shared areas   | All rooms and shared areas to be assessed to consider how ventilation can be improved; windows to be left open, doors ajar where possible; limit use of air conditioning and to ensure that fresh air is circulated throughout the building where possible.  | I | 2 | 2 | CDe/Site Sup | 7.7.20  | 15.3.21 |  |



|   |                           |  |   |   |   |   |              |        |         |  |
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|   |                           |  | <b>Updates on controls</b><br>26.2.21 – classrooms and communal areas to be ventilated following government guidance. COVID-19 guidance reviewed and shared with staff.   |   |   |   |              |        |         |  |
|   |                           | 2.4.4 COVID-19 specific health and safety risk assessment completed  | That a COVID-19 specific risk assessment is scheduled and completed in advance of September 2020.<br><br><b>Updates on controls</b><br>26.2.21 – Inspection findings have been reviewed and recommendations have been implemented where appropriate.  | I | 2 | 2 | CDe          | 7.7.20 | 15.3.21 |  |
|   |                           | 2.4.5 Premises related actions following the completion of the risk assessment are completed as a priority | All pre-term premises checking tests are completed in a timely manner. Outcome of this risk assessment and external health and safety risk assessments are reviewed to ensure that any adaptations required to the building to accommodate the full complement of staff and pupils is reviewed and completed as a priority.<br><br><b>Updates on controls</b><br>26.2.21 – All actions have been reviewed and considered as part of the reopening plans.  | I | 2 | 2 | CDe/Site Sup | 7.7.20 | 15.3.21 |  |
| 2.5 Pupil requirements are not met due to limited engagement with specialists supporting vulnerable pupils    | Pupils                    | 2.5.1 Specialist and external agencies continue to support the school and pupils                           | All support should continue as appropriate to meet the needs of the pupils. Although these colleagues can move between schools, it is important to consider how this support would be managed and maintaining consistency with the colleagues who visit schools<br><br><b>Updates on controls</b><br>26.2.21 – support for SEN pupils is continually reviewed. Engagement with specialist and external agencies continues as planned.   | I | 2 | 2 | CDe/DKe      | 7.7.20 | 15.3.21 |  |
| 2.6 Appropriate policies and procedures not reviewed to support the COVID-19 guidance in advance of reopening | Pupils, staff and parents | 2.6.1 All appropriate policies to be reviewed and shared with staff at appropriate juncture.               | The following policies have been reviewed; health and safety, pastoral, teaching and learning.<br><br><b>Updates on controls</b><br>26.2.21- Policies are prioritised and reviewed based on government guidance. All changes are shared with staff and pupils (where appropriate)   | I | 2 | 2 | CDe/DKe      | 7.7.20 | 15.3.21 |  |
| 2.7 No communication strategy in place  | Pupils, staff and parents | 2.7.1 Communication strategy in place supported by Trust   | Templates in the event of the following events are saved centrally and updated as appropriate; pupil or member of staff sent home because of showing symptoms of the virus; negative test result; positive test result; local lockdown; larger 'groups' of children sent home; changes to government guidance,<br><br><b>Updates on controls</b><br>26.2.21 – Communications are reviewed and updated across the Trust.   | I | 2 | 2 | CDe/DKe      | 7.7.20 | 15.3.21 |  |
|   |                           | 2.7.2 Governors/ Trustees to receive regular updates at meetings   | CEO to update Trust Board at regular intervals. School Leaders to continue with regular updates with the Chair of Governors.<br><br><b>Updates on controls</b><br>26.2.21 – Principal continues to meet with the Chair on a regular basis to discuss updates re the school.   | I | 2 | 2 | DKe          | x.7.20 | 15.3.21 |  |
| <b>Section 3: Curriculum, behaviour and pastoral support</b>  |                           |  |   |   |   |   |              |        |         |  |
| 3.1 Curriculum expectations not met   | Staff and pupils          | 3.1.1 Curriculum to be planned to ensure that broad and balanced curriculum is offered to all pupils       | Develop and agree plans for September, which will include the recovery curriculum to support all pupils. Gap analysis is undertaken in Autumn 1 and specific provision is planned to close the identified gaps particularly in core subjects. Specific focus on music lessons to minimise spread of the virus when singing or playing instruments, maximum groups of 15<br>FAQ document notes specific actions and controls curriculum delivery.<br><br><b>Updates on controls</b><br>26.2.21 – Recovery curriculum has been reviewed and in situ for pupils. | I | 2 | 2 | EWi          | 7.7.20 | 15.3.21 |  |
|   |                           | 3.1.2 Plans for physical activity is detailed and updated.   | Physical activity is encouraged and PE lessons will take place as normal. External equipment can be used by 'groups' of pupils, however they must be cleaned in between uses<br><br><b>Updates on controls</b><br>26.2.21 – PE lessons to resume when pupils are back on site meeting government guidelines.  | I | 2 | 2 | TBr          | 7.7.20 | 15.3.21 |  |

|  |                           |   |  |   |   |   |           |         |         |  |
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| 3.2 No wellbeing and support in place for pupils and families                                |                           | 3.2.1 Appropriate plans are in place to identify and support families                           | Review curriculum and align with strategies to address wellbeing and mental health issues; A series of wellbeing sessions are planned to reintroduce pupils to a different routine and environment; any pupils affected by bereavement will be identified and supported individually.  | 1 | 2 | 2 | SVo       | 20.7.20 | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – Pastoral recovery plans in place to support the pupils   |   |   |   |           |         |         |  |
| 3.3 No support to manage behaviour expectations  |                           | 3.3.1 Ensure that all policies and procedures have been reviewed and appropriate to the setting | Behaviour policy and exclusions policy have been reviewed and updated. These will be circulated to ensure that a consistent approach has been adopted across the school. Plans agreed to ensure that specific support will be made available to those pupils struggling to reengage with school.   | 1 | 2 | 2 | SVo       | 1.9.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – Behaviour guidance and expectations shared with staff, pupils and parents.   |   |   |   |           |         |         |  |
| 3.4 No pastoral support in place   | Staff, parents and pupils | 3.4.1 Ensure that pastoral support is available for both pupils in and out of school.           | Safeguarding policy has been reviewed and updated based on changes to KCSIE 2020. Remote learning policy and online safety policy shares guidance specific to online safety  | 1 | 2 | 2 | TCR / SGA | 7.9.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on control measures</b><br>26.2.21 Safeguarding policy and procedures in place to ensure that all aspects of safeguarding have been considered as the school reopens.   | 1 | 2 | 2 | CDe       | 7.9.20  | 15.3.21 |  |
| Section 4: Assessment and Accountability   |                           |   |  |   |   |   |           |         |         |  |
| 4.1 Inspection criteria is not known and understood  | Staff                     | 4.1.1 Guidelines from OfSTED and DfE define assessment criteria                                 | All government and OfSTED guidance related to inspections is updated and shared with all staff to mitigate any unnecessary anxiety re an ‘inspection’  | 1 | 1 | 1 | CDe       | x.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 Rolling programme of OfSTED inspections continue to be monitored.  |   |   |   |           |         |         |  |
| 4.2 No support in place for pupils and staff in preparation for summer assessments and exams | Staff, pupils             | 4.2.1 Clear expectations and guidelines from DfE  | All guidance is shared with staff and pupils in a timely manner to ensure that any anxieties and unnecessary pressures that can be address.  | 1 | 2 | 2 | CDe       | 7.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – regular updates are monitored by SLT and shared with the school community.   |   |   |   |           |         |         |  |
| Section 5: Contingency planning for outbreaks  |                           |   |  |   |   |   |           |         |         |  |
| 5.1 No government support or guidance in the event of a local lockdown                       | Staff, pupils, parents    | 5.1.1 Clear expectations and guidelines from the government                                     | Ensure that procedures are in place within the Trust to support the school community through a local lockdown; including a communication strategy  | 1 | 1 | 1 | DKe       | 7.7.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 – Government guidance is monitored to ensure that that clear expectations are in place.  |   |   |   |           |         |         |  |
| 5.2 No remote curriculum in place  | Staff, pupils, parents    | 5.2.1 Plans for remote learning are in place and all curriculum expectations are met            | Plans for immediate remote learning are in place to ensure that support is available in the cases of local lockdowns, self-isolation and periods of ‘groups’ of pupils unable to attend school. Identify all pupils that may have restrictions with access to laptops and have an alternative available for example, printed packs. All remote learning will meet guidance in place to ensure that daily lessons/ assignments are set; and a broad and balanced curriculum is offered. | 1 | 2 | 2 | EWi       | 1.9.20  | 15.3.21 |  |
|  |                           |   | <b>Updates on controls</b><br>26.2.21 Remote learning provision meets all DfE guidelines ensuring that all pupils receive up to 5 hours of high quality teaching and learning daily including direct feedback from the teacher. Lessons and content are quality assured on a regular basis.  |   |   |   |           |         |         |  |