



Specific Issue	Control Measures	Notes and references	Comment
<b>Preparing the site</b>			
<b>Health and safety</b>	<p>Health and Safety check of site before opening.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.</li> <li>• Recommission all systems including gas, heating, water supply, mechanical and electrical systems, and catering equipment.</li> <li>• Check your fire safety systems including making sure: <ul style="list-style-type: none"> <li>○ all fire doors are operational</li> <li>○ fire alarm system and emergency lights are operational</li> <li>○ timetabled fire</li> </ul> </li> </ul>	<p>Water treatment procedures up to date and testing following schedule. In communication with WLP COO and RBWM contractor for confirmation.</p> <p>The buildings have been open all the time, so supplies are still continuous.</p> <p>The school has had a deep clean with regular cleaning of used areas continuing daily.</p> <p>Canteen was closed but is now re-open and has had a deep clean. Fire Alarm has been checked.</p> <p>Fire drill planned for September.</p> <p>Heating has been tested.</p> <p>Signage in place for all systems.</p>	<p>Check FSM arrangements are in place and are in line with the end of the government scheme.</p> <p>Review cleaning schedule following first two week cycle and when rooms have been finalised.</p>
<b>Staffing</b>	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>For partial re-opening Including at least one of the following:</p>	<p>The school is fully open and fully staffed.</p> <p>Staff audit completed with identification of those who need additional support.</p>	<p>Ongoing monitoring of staff and their circumstances.</p>

	<ul style="list-style-type: none"> <li>○ Paediatric First aider (where children under 3yrs)</li> <li>○ First Aider</li> <li>○ Designated Safeguarding Lead (DSL)</li> <li>○ SENCO</li> <li>○ Caretaker/site member</li> <li>○ Office staff member</li> </ul> <ul style="list-style-type: none"> <li>● 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.</li> <li>● Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).</li> <li>● Approach to support wellbeing, mental health and resilience in place, including bereavement support</li> <li>● Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</li> <li>● Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Arrangements in place for any externally employed adults delivering learning in school e.g. sports</li> </ul>	<p>SLT to ensure all staff are briefed on requirements/expectations.</p> <p>Meeting cycle in place to assist with communications and possible changes.</p> <p>SLT to ensure timetables in place and shared with all staff.</p> <p>External staff are permitted on site but will follow the Track and Trace system.</p> <p>First Aid regulations met.</p> <p>Mental health and well-being training delivered as part of Staff Inset.</p> <p>Staff are advised of current information on Coronavirus including symptoms and procedures.</p> <p>Staff are encouraged to arrive in plenty of time to avoid large student numbers.</p> <p>Staff have a separate bell/changeover.</p>	
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	coaches, music tutors, forest school leaders. Protocols and expectations shared.		
<b>Emergency Evacuation</b>	<ul style="list-style-type: none"> <li>• Evacuation routes are confirmed, and signage accurately reflects these.</li> <li>• NB In the event of emergency the priority is getting out of the building safely and calmly regardless of social distancing.</li> <li>• Consideration given to PEEP – buddies are assigned or reassigned according to available persons</li> <li>• Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</li> </ul>	The normal fire regulations still apply.	Through Fire Drill in September review system and procedures.
<b>Pupil Reorientation</b>	<ul style="list-style-type: none"> <li>• Changes to the school day/timetables shared with parents.</li> <li>• Changes to emergency procedures</li> <li>• All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.</li> </ul>	Co-Headteacher/SLT communicate regularly with parents. Various communications through website, email and Twitter. Assemblies held for all Year Groups on their first day. Year 9 given two complete days for Transition. Clear signage and maps displayed across the site.	Ongoing monitoring of key students.
<b>Cleaning</b>	<p>Ensure that the school is clean and that cleaning products are available before opening.</p> <ul style="list-style-type: none"> <li>• Arrangements for longer term continued supply of cleaning products is in place</li> <li>• Waste disposal process in place for potentially contaminated waste.</li> <li>• Capacity of cleaning staff is</li> </ul>	<p>Final check took place before full re-opening.</p> <p>Additional cleaners and cleaning products in place.</p> <p>PPE supply is secure and replenished regularly.</p>	Staff identified who are trained in the safe use of chemical and COSHH Regs

	<p>adequate to enable enhanced cleaning regime.</p> <ul style="list-style-type: none"> <li>• Enough time is available for the enhanced cleaning regime to take place.</li> <li>• Waste disposal process in place for potentially contaminated waste.</li> <li>• Ensure processes are in place for cleaning during the day</li> <li>• Follow the Government's COVID-19 cleaning of non-healthcare settings guidance</li> <li>• Is there a rota in place for what is cleaned, when cleaned and by who?</li> <li>• Any training required for cleaning staff</li> <li>• e.g. door handles, surfaces, equipment, toilets</li> <li>• Cleaning tools available in each teaching area e.g. Arrangements. cloths, gloves, detergent, tissues</li> </ul>	<p>Daily cleaning of areas used.</p> <p>Deep clean in line with guidance.</p> <p>Emergency cleaning process in place.</p> <p>Every room provided with hand sanitiser, gloves and wipes. Specialist rooms where bubbles may be taught in the following lesson are provided with additional cleaning equipment.</p> <p>Soft furnishings from communal areas (staff room, working common room) have been removed.</p> <p>Use it/clean it approach.</p>	
<p><b>Hygiene</b></p>	<ul style="list-style-type: none"> <li>• NHS guidance on hand cleaning</li> <li>• Soap, hot water in every toilet area</li> <li>• Hand sanitiser stations e.g. school entrance, hall</li> <li>• Location of bins</li> <li>• Tissues in every learning area and regular disposal of tissues</li> <li>• Doors propped open to reduce contact with door handles bear in mind fire safety &amp; safeguarding - The holding open of fire doors without out the use of approved hold open devices is not permitted)</li> <li>• Windows open where possible to ensure good ventilation in line with</li> </ul>	<p>SLT/ Site Team / Office Manager to check daily.</p> <p>Routines for additional handwashing through signs and verbal communication.</p> <p>Classrooms with additional cleaning materials</p> <p>Teachers given a personal supply of PPE.</p> <p>Checks completed daily.</p>	

	<p>Government guidelines</p> <ul style="list-style-type: none"> <li>• Soft furnishings and toys/equipment that are hard to clean removed from classrooms</li> <li>• Decide when hands cleaned e.g. arrival, break, before lunch, after lunch, before going home, before and after using equipment such as bikes</li> <li>• Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets</li> </ul>	<p>All teaching doors are left open.</p> <p>Windows open to ensure ventilation.</p> <p>Additional hand washing stations positioned around the site.</p> <p>Where possible, students self administer first aid.</p> <p>Posters are displayed for hygiene reminders.</p>	
<p><b>Consideration given to premises lettings and approach in place.</b></p>	<ul style="list-style-type: none"> <li>• Where the hall is repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.</li> <li>• If the hall has been repurposed as a classroom it cannot be let and reassembled with sufficient time for cleaning in between.</li> <li>• No lettings for the remainder of the school year.</li> </ul>	<p>Specific lettings taking place this term. Lettings only taken place at weekends.</p>	<p>Review as necessary.</p>
<p><b>Consideration given to the arrangements for any deliveries.</b></p>	<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>Office Manager to manage reception rota and ensure all arrangement are in place</p> <p>Deliveries room for quarantining packages.</p> <p>Screen in place for Front Office staff and Co-Headteachers' PA.</p> <p>.</p>	

<b>Practical steps to reduce risk</b>			
<b>Safe group size</b>  <b>Staff ratios</b>  <b>Teaching Groups</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Structure of week – days and opening times for year groups and ‘bubbles’ e.g. <ul style="list-style-type: none"> <li>o staggered start times</li> <li>o break times</li> <li>o lunch times</li> <li>o end of day arrangements o group assemblies</li> <li>o toilet arrangements in line with guidance for each group</li> </ul> </li> <li>• Allocation of teacher and TA to each group <ul style="list-style-type: none"> <li>o Key worker and vulnerable children</li> <li>o Maintain consistency of staffing for each group and that pupils stay in the same groups each day</li> </ul> </li> <li>• Number of children in each group</li> <li>• Availability of first aider, DSL, SEND co</li> <li>• Cleaner and caretaker rotas - All handwashing sinks, soap dispensers, hand gel etc are checked regularly each day to ensure good/effective hygiene</li> </ul>	<p>In line with guidance:  Year Groups taught in bubbles. Each Year Group has a specific entrance/exit/teaching area/toilet area/break area.</p> <p>Masks worn at all times when students leave their bubble or in communal area e.g. Front Office.</p> <p>Additional pastoral staff in place to support teachers and students to readjust.</p>	

	<p>levels</p> <ul style="list-style-type: none"> <li>• Clear signage to guide parents and carers</li> <li>• Encourage walking to school</li> <li>• Decide if parents allowed on school site</li> <li>• How many parents can drop off and collect</li> </ul>		
<b>Resources</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Distribution of resources e.g. will each group have own set of pencils, whiteboards, PE and playtime equipment</li> <li>• Resources brought in from home e.g. water bottle, coat</li> <li>• Resources going home</li> </ul>	<p>Every classroom has hand sanitiser, wipes, gloves. Spray for specialist rooms and where Year Groups may follow each other on the timetable.</p> <p>Staff have their own equipment but wipes for communal e.g. computer wires</p> <p>Central log of upkeep/replenishing kept with Co-Headteachers' PA.</p>	Ongoing monitoring.
<b>PPE Equipment</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Who would PPE equipment be available for?</li> <li>• Routines when offering basic first aid or intimate care for younger children</li> <li>• Devise and share plans and procedures should any member of staff or pupil fall unwell and display signs of Covid-19 when onsite. Source suitable PPE supplies to be used by the supervising member of staff if a 2m distance cannot be</li> </ul>	<p>All staff briefed on current guidance.</p> <p>PPE for welfare team if needed to tend to a student with an injury.</p> <p>Clear procedure for dealing with suspected Covid-19 case in school</p> <p>Clear encouragement of parents to follow government guidance on testing and self-isolation</p> <p>Local supply is approved by RBWM and is already proven to be a quick supply chain.</p> <p>Students asked to bring their own</p>	



	<p>maintained during isolation of an unwell child onsite. (Consider any behavioural, SEND and/or possible use of restraint issues etc that may apply)</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with signs of COVID-19 they must be sent home and households advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance</li> <li>• Local supply chains</li> </ul>	<p>mask in sealed bag. Video of how to use/remove safely shared.</p>	
<b>Uniform</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Barriers to good hygiene e.g. uniform</li> <li>• What about items such as ties?</li> <li>• Expectation is clean clothes every day – revisions to uniform policy?</li> </ul>	<p>Students in full uniform expect if they have PE – PE kit may worn on those days.</p>	
<b>Catering</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Is school kitchen going to open</li> <li>• Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes.</li> <li>• When and by who is ongoing daily cleaning of kitchen going</li> </ul>	<p>Canteen open to all Year Groups. Food is delivered to Zones.</p>	<p>Update of system to include cashless.</p>

	<ul style="list-style-type: none"> <li>to happen</li> <li>• How will food be prepared and served</li> <li>• Hot lunches or grab bags</li> <li>• Storage of packed lunches – clearly named lunch boxes, water bottles</li> <li>• Safe delivery and provision of milk and fruit</li> </ul>		
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Attendance register for each year group, 'bubble' or group</li> <li>• Continue with arrangements for safeguarding vulnerable children</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Arrangements for contacting children not attending</li> <li>• Arrangements for parents contacting schools to inform of absences and arrangements for how families will inform the school that they now wish their child to attend – 24/48 hour notice?</li> </ul>	<p>Dfe upload daily by 12noon.</p> <p>Year Leaders and Tutors to monitor student engagement.</p> <p>Codes for authorised absence/shielding adhered to.</p>	Attendance system to be adhered to.
<b>SEND and behaviour support</b>	<p>Agree what returning support is available and put in place for the return of SEND students</p> <p>Work with SEND department and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans</p> <p>Ensure consideration for transitions are given for SEND pupils e.g. sharing of IEP info, SEND reports</p>	<p>Risk assessment for individuals completed and approved by RBWM.</p> <p>Staff briefing on mental first aid/well being/anxiety took place in Inset.</p> <p>Core group of students/families identified through the Pastoral Team with ongoing, individual support packages.</p> <p>Pastoral staff deployed as additional</p>	Review fortnightly in Inclusion Team.

	<p>Consider review of IEPs/annual reviews etc</p> <p>All children on the Child Protection and PPG who wish to remain at home are risk assessed and these are updated as necessary.</p> <p>Discussions with staff on how behaviours may be an indication of a pupil's anxiety. (Refer staff to resources as to how to best manage this.)</p>	<p>support in teaching spaces.</p>	
<b>Policies and Procedures</b>			
<p><b>Communicate updated policy and procedures to staff and Governors</b></p>	<p>Update Staff/Governors with (but not limited to):</p> <p>Share information with staff and pupils re updated fire evacuation and lockdown drills</p> <p>Covid-19 Policy and procedures and any risk assessments that have been written</p> <p>Confidentiality Policy</p> <p>Safeguarding and Child Protection Data Protection Policy</p> <p>Update behaviour policies to reflect the new rules and routines necessary in line with guidance published in Preparing for the wider opening of schools from 1 June: Annexes A-C</p> <p>Updates from the DFE and guidance from the Public Health England 2020</p> <p>Copies of COVID-19 specific risk assessments for catering and</p>	<p>Policies in place and approved.</p> <p>Safeguarding and Behaviour for Learning updated in line with new Keeping Children Safe in Education.</p> <p>Fire procedure updated.</p>	

	<p>cleaning contractors to be kept by the school</p> <p>Arrangements for the return of pupils and parents. Update the website if applicable</p> <p>Ensure all staff trained on updates policies and procedures including any interim arrangements regarding SEND Information and reporting</p>		
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Support for vulnerable families: Plan a support package for families who are vulnerable in order to help them transition back to school.</li> <li>• Telephone calls to families if needed</li> <li>• Individual support plans around the family, working alongside other agencies as appropriate.</li> <li>• Reconsider e-safety policies and procedures in</li> <li>• light offsite learning and staff access to any sensitive data from home</li> <li>• Arrange revised fire evacuation drills / lockdown drills</li> </ul>	<p>Direct communication and guidance to students' families who need additional support.</p> <p>Safeguarding policies updated and in place.</p> <p>DSL / Inclusion/SEN Team to monitor.</p> <p>All staff training on Safeguarding via Inset.</p>	<p>Normal Safeguarding procedures applied including updates from KCSIE 2020.</p>
<b>Communication</b>			
<b>Communication with staff</b>	<p>Ensure all staff are up to date with:</p> <ul style="list-style-type: none"> <li>o Opening procedures</li> <li>o Updated policies</li> <li>o Needs of the groups they are teaching Regular opportunities for</li> </ul>	<p>Daily briefings and weekly summary emails.</p> <p>Line Managers available for any feedback.</p>	

	feedback		
<b>Communication with parents / visitors</b>	<p>Parent survey to identify likely numbers of pupils returning parents / visitors</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• How going to share risk assessment</li> <li>• Drop off and collecting routines, including Parents and carers bringing or collecting pupils during the day to phone ahead and arrange to drop/collect safely</li> <li>• Procedure for parents to contact teachers</li> <li>• Minimise any visitors to the school and clear messages shared about social distancing procedures for adults</li> </ul>	<p>Weekly communication with parents.</p> <p>Clear signage in place in Front Office. As it is a communal area face masks are to be worn by all visitors.</p> <p>Risk Assessment shared following initial review.</p>	
<b>Front Office</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Outer door buzzers and handles to be cleaned at least three times.</li> <li>• Cleaning equipment and gloves to be provided</li> <li>• Communicate to pupils, parents/carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus</li> </ul>	<p>Screen in place.</p> <p>Package quarantined in place.</p> <p>Visitors and students expected to wear masks.</p> <p>Virtual signing in/out.</p> <p>Clear signage.</p>	

<b>Home Learning and Curriculum</b>			
<b>Curriculum</b>	<p>Consider:</p> <ul style="list-style-type: none"> <li>• Organisation of timetable for week for class/group groups in liaison with colleagues for same cohort of children.</li> <li>• Which lessons or classroom activities could take place outdoors/ use of IT assemblies</li> <li>• Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support</li> <li>• Reinforcing learning and practice of good hygiene habits through games, songs and repetition. Ongoing support for any emerging anxiety and/or wellbeing issues</li> </ul>	<p>Students who are ill/quarantining will continue to access their education remotely.</p> <p>Subject areas have work packs in place for the event of long term illness.</p> <p>Tiers explained to staff. In the event of Tier 2 (rota system in a local lockdown) staff will deliver lessons remotely.</p> <p>Subject Leaders collating lists of students who need additional support or catch up.</p>	<p>On going monitoring through Subject Leaders, Academic Team and Raising Standards Leaders.</p>
<b>Home learning</b>	<ul style="list-style-type: none"> <li>• Plan ongoing learning offer for eligible pupils who cannot attend school, as well as offer for those that continue</li> </ul>	<p>Teachers to continue with remote teaching for all students. Those in school are only being supported.</p>	

	to be out of school	Status: Complete/Ongoing	
<b>Management of suspected or confirmed COVID cases</b>			
	<ul style="list-style-type: none"> <li>Plan the school's approach to any suspected or confirmed cases of COVID</li> </ul>	<p>Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.</p> <p>A template letter will be provided by PHE to send to parents and staff if needed.</p> <p>If someone has attended the site, tests positive for COVID-19, the local health protection team will be contacted by the school on 03442253861</p> <p>The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</p> <p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre,</li> </ul>	School to receive regular updates from DFE and PHE and follow guidance.

		<p>including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <ul style="list-style-type: none"> <li>• Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• Travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.</p> <p>Students will be delivered remote education.</p>	
<p><b>Response to infection</b></p>		<p><b>CONFIRMED CASES</b></p> <p>If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</p> <p>Follow local health protection advice, this may include a larger number of other pupils self-isolating At home as a precaution.</p> <p>In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may</p>	



		have been in contact with the person who tested positive.	
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Reviews and Revisions				
Completed by Mr P Griffiths and Mrs E O'Carroll 1 September 2020.				
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Notes
11 September	PGS/EOL	Yes	Exit of students to be fully implemented.(PGS/EOL)  Further update of signage.(Admin Team)	
25 September	PGS/EOL			
9 October	PGS/EOL			
23 October	PGS/EOL			