

# Herne Bay High School : COVID-19 March return to school Risk Assessment

**Event/Activity:** Herne Bay High School FULL MARCH RETURN following 3<sup>rd</sup> COVID-19 Pandemic closure.

**IMPORTANT**

**Please bring this assessment to the attention of all relevant staff, safety representatives and others who assist in your activities.**

**Concerns / Notes:**  
this is a live document that will respond to inevitable changes in government policy and guidance

Name of School: <b>Herne Bay High School, Herne Bay</b>	
Risk assessment completed by: Mr T Eastwood & COVID19 team Sign here only after giving consideration to additional control measures.	Signed: T Eastwood Date: 1 <sup>st</sup> March 2021
Premises and Safety Manager: Mr T Eastwood Sign here only after agreeing control measures and action points.	Signed: T Eastwood Date: 1 <sup>st</sup> March 2021
Head of establishment: Mr J Boyes Sign here only after agreeing control measures and action points.	Signed: J Boyes Date: 2 <sup>nd</sup> March 2021
Review Date:	

Risk Rating: <i>LIKELIHOOD</i> x <i>OUTCOME</i>	OUTCOME:		
	Insignificant Injury	Significant Injury	Major Injury
Unlikely	Trivial Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	<b>STOP</b>

Risk Level:	Action and Timescales:
Trivial	No action required and no documentary records are required
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.
Medium	Risk reduction measures should be implemented within a defined period.
High	Give priority to removing or reducing the risk urgent action should be taken.
<b>STOP</b>	'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.

<p><b>Guidance Notes</b></p>	<p>Hyperlinks to latest Government policy &amp; guidance</p> <ul style="list-style-type: none"> <li>• <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></li> <li>• <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></li> <li>• <a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></li> <li>• <a href="#">Actions for schools during the coronavirus outbreak</a></li> <li>• <a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a></li> <li>• <a href="#">Coronavirus (COVID-19): guidance for educational settings</a></li> <li>• <a href="#">COVID-19: cleaning in non-healthcare settings</a></li> <li>• <a href="#">COVID-19 Secondary School Guidance for return to schools in SEPTEMBER</a></li> <li>• <a href="#">COVID-19 : Information to parents and carers (updated Feb 24<sup>th</sup> 2021)</a></li> <li>• <a href="#">Face coverings in education - GOV.UK (www.gov.uk)</a></li> <li>• <a href="#">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a> (Active from March 8<sup>th</sup> 2021)</li> </ul> <p><u>This Risk Assessment also need to be read in conjunction with the school COVID-19 Policy (found on school website)</u></p>	<p>HBHS COVID-19 RA SEPTEMBER 2020 V1</p>	<p>Draft</p>
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No	Areas of concern that have the potential to cause harm	Persons affected	Risk Rating (Prior to controls) High, Medium or Low	<b>Detail Controls/Safe Systems of Work</b> (Indicate in next column if the control is in place (Y) or needs to be implemented (N). If a set of controls are already given elsewhere state reference/location)	HBHS COVID-19	Implementation (Note action to implement, responsible person)	Revised Risk Rating (Controls in place: High, Medium, Low)
<b>1.1 School Capacity</b>							
1	Due to the application of Social Distancing Guidelines the available capacity of the school is reduced.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	1. Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing guidelines.- full attendance less alternate 6 <sup>th</sup> form year groups. 2. Agreed new timetable and arrangements confirmed for each year group or college. 3. Agreed locations and arrangements for each location / area to be used and for what activity e.g. Changing rooms, Tech, dance studios, music etc. 4. Arrangements in place to support those pupils who are not at school due to medical condition related to covid with remote learning at home.	Yes	JB, SLT, TE  BJ, SLT, HoDs  SW & Year Managers	Low
<b>1.2 Organisation of teaching spaces</b>							
	Classroom sizes will not allow adequate social distancing.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>• New guidance in Feb 21 all students and staff unless exempt will be to wear face coverings when in class except in certain subjects e.g. PE. (signage to support the messaging for this) – to be reviewed at Easter 2021</li> <li>• All teaching space fully risk assessed and number of students that can be accommodated reduced to adhere to gov social distancing guidelines.</li> <li>• Every room has 2m teacher student gap marked on the floor.</li> <li>• Every room labelled, identifying the number of staff and students allowed in that room.</li> <li>• Labelled for max use.</li> <li>• Every room has full hand sanitising station.</li> <li>• Class sizes and timetables/staffing amended allowing for numbers in class to increase in line with government guidance.</li> <li>• Classrooms layout changed so where possible student chairs and desks are all facing forwards as per government guidance.</li> <li>• All spare and non-essential furniture removed from the classroom so they cannot be used.</li> <li>• Year groups allocated zones within the school. Zones clearly marked at the beginning during and at the end to avoid confusion.</li> <li>• Year groups allocated toilets within those year group zones</li> <li>• One &amp; two-way systems in place for access and egress to each classroom / year group zone. Where two-way systems are in place clear markings are in place to indicate the need to keep to the left.</li> </ul>	Yes	TE  BJ TE  TE TE  TE  BJ / TE  TE / BJ  TE  TE  TE  TE / BJ	

				<ul style="list-style-type: none"> <li>Clear signage displayed in classrooms promoting social distancing, good hygiene, and good respiratory hygiene.</li> <li>Cleaning materials in place for when staff change subjects and hand over the controllers etc.</li> <li>From arrival to departure on site the students will stay together as a group (protective bubble) and will not mix with other pupils.</li> </ul> <p>Consider the use of large spaces in school to be used as classrooms</p> <ul style="list-style-type: none"> <li>The need for large spaces to be used as classrooms / learning areas limited numbers are available Theatre 2 &amp; VS01 for teaching each holding between 30 – 50 students. Even in larger class spaces we will still follow DfE guidance on class size.</li> <li>Large unorganised gatherings prohibited.</li> </ul>		TE TE SLT  BJ  SLT	Low
<b>1.3 Availability of staff and class sizes</b>							
	The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Med	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff needs to be known and is regularly updated so that attendance &amp; timetabling can be achieved.</li> <li>Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</li> <li>From September Flexible and responsive use of teaching assistants and pastoral staff to support supervise classes and home working is in place. This has been reviewed and updated for March 2021</li> <li>As appropriate a blended model of home learning and attendance at school is utilised until staffing levels improve or government guidance changes.</li> <li>Should staffing number fall to a point where it is unsafe to keep all student on site a move to a rota / blended system will be put in place.</li> </ul>	Yes	AC/ JW/JB SLT BT SLT BJ / JB	Low
<b>1.4 Prioritising Provision</b>							
	The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	Directly Students Indirectly Parents / Carers  Possible loss of education	Med	<ul style="list-style-type: none"> <li>The plans for Vulnerable and Key worker children enables a phased return to normal classes over the three days of Monday 8<sup>th</sup>, Tuesday 9<sup>th</sup> and Wednesday 10<sup>th</sup> March.</li> <li>All students will be back in "main cohort" by the 11<sup>th</sup> March 2021</li> <li></li> <li>During this phased return following is in place</li> <li>Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school by using the LRC as has been the case throughout.</li> <li>Pastoral and SEND support is deployed wherever possible to support prioritised pupils with LSA's making contact daily from the conference room.</li> <li>Efforts continue to improve the virtual attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> <li>A plan is in place for the phasing return by other students which incorporates these students being on site at the same time.</li> <li>Existing arrangements that have been running since March remain in place and new phased return plan works around it.</li> </ul>	Yes	BJ LSA's  SLT BJ	Low
<b>1.5 The school day</b>							

	The start and end of the school day create risks of breaching social distancing guidelines	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>Staff to stagger arrival times and remain social distance when signing in.</li> <li>Start and departure times are staggered for each year group bubble</li> <li>Access to the bike sheds is controlled to allow social distancing.</li> <li>Specific entrances and exits being used for each year group bubble to assist with control and social distancing.</li> <li>Staff and Students are to receive a training video explaining the procedures and layouts of the areas of the school being used.</li> <li>Whole staff training session planned for the 1<sup>st</sup> &amp; 2<sup>nd</sup> September</li> <li>Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. – through mentor briefing on their induction days</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>No parents allowed on site for dropping / collection students</li> <li>Appointment only access to site</li> <li>Staggered end to each day by year group bubble. Year groups informed by tanoy announcement.</li> <li>Year group queuing onto buses at end of day</li> </ul>	YES	JB / TE /All BJ SWO  SLT / All  All All All  TE JB BJ BJ SLT	Low
<b>1.6 Planning movement around the school</b>							
	Movement around the school risks breaching social distancing guidelines.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19		<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>A One-way system is now in place for movement around the entire site.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Appropriate levels of supervision are in place to assist in guiding students to the correct locations. Names to tasks.</li> <li>Walk through video for all students to see prior to attending site.</li> <li>Yr11 and Yr8 reviewed during Oct half-term staff and students informed of changes on return.</li> <li>Further alterations to classes and space has been put in place for 8th March return ( including LS block)</li> </ul>	YES	SLT / TE          BJ	Low
<b>1.7 Curriculum organization</b>							
	Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.			<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Specialist SEND recovery curriculum in place on an individual targeted approach via SEND / Inclusion Team utilising quality first teaching and LSA support.</li> <li>Remote learning provision is in place for Yr12s and Yr13s as they rotate week on week.</li> <li>Remote learning provision is in place for any individual students or year groups that need to self-isolate.</li> </ul>	N/A	SW DF LW CM/HofC	
<b>1.8 Staff workspaces</b>							
	Staff rooms, offices and kitchen do not allow for observation of social distancing guidelines	Directly Staff Indirectly Students, Parents / Carers	High	<ul style="list-style-type: none"> <li>Rota's established for catering team to allow social distancing in kitchen.</li> <li>All &amp; Admin staff to be provided with sanitizing wipes for these workstations / desks.</li> <li>Admin office sectioned off using full length screens and signage to enable social distancing.</li> <li>Staff rooms and offices have been reviewed and appropriate re configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the setup of rooms and those that cannot be used and signage is in place. (on video &amp; Powerpoint)</li> </ul>	Yes	EH TE / AC TE TE  TE TE	

		Possible infection of COVID 19		<ul style="list-style-type: none"> <li>One-way system in place in the main staff room via the drinking facilities and microwaves and available seating identified maintaining social distance.</li> <li>One person at a time to be in the finance vestibule, hatch glass doors to remain closed.</li> <li>Communication to parents undertaken to encourage use of cashless system and the use of packed lunch to reduce use of facilities Students without cards needing to top up accounts will be given small short-term overdrafts to minimise handing in cash at finance window.</li> <li>Cash collected from top up machines will be left for at least 72 hours before being counted.</li> <li>Delivery of goods in to be managed so as not to breach social distancing guidelines. Use the outside caged area if needed.</li> <li>Multiple food outlets in school to allow social distanced collection, food eaten in year areas</li> <li>Use of booking system for staff and post 16 students to relieve use of eating spaces.</li> </ul>		<p>JoB JoB</p> <p>JoB PM</p> <p>TE/PM EH EH / LW</p>	Low
<b>1.9 Managing the school lifecycle</b>							
	Limited progress with the school's calendar and workplan because of COVID-19 measures.	Directly Students Indirectly Parents / Carers	Med	<ul style="list-style-type: none"> <li>Staff recruitment for 2021 ongoing and continuous – new staff and supply staff starting post Easter</li> <li>Curriculum and timetable for September 2020 completed and adjusted to make sure covid safe. Reviewed termly.</li> <li>Continual planning in place to ensure school can function safely.</li> </ul>	Yes	JB / BJ / AG SLT	Low
	Pupils moving on to the next phase in their education do not feel prepared for the transition	Possible loss of education		<ul style="list-style-type: none"> <li>A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues.</li> <li>There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition.</li> <li>Regular communications with the parents of incoming pupils are in place, including letters, newsletters, online broadcasts and various learning materials.</li> </ul>	Yes	SLT  AC / LWr	Low
<b>1.10 Governance and policy</b>							
	Governors are not fully informed or involved in making key decisions.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Med	<ul style="list-style-type: none"> <li>Online meetings are held regularly between the Principal and the governors.</li> <li>Governing bodies are involved in key decisions on reopening and any further phases.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> <li>Governors meeting in September to fully update governors on progress of re-opening</li> <li>Meeting with chair governors prior to re opening to update on plans.</li> <li>Regular Governors meetings timetabled in from Sept 2020.</li> </ul>	Yes	JB	Low
<b>1.11 Policy review</b>							

	Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>• A COVID -19 Policy has been developed to support all existing policies paying particular attention to the effects that COVID-19 has on those policies. Includes addendums to exiting policies for               <ul style="list-style-type: none"> <li>○ Safeguarding</li> <li>○ Behaviour</li> <li>○ Attendance</li> <li>○ Staff Absence</li> <li>○ Fire safety</li> <li>○ Health &amp; safety</li> <li>○ First Aid</li> <li>○ Covid statement on how to deal with suspected / confirmed / outbreak in school</li> </ul> </li> <li>• COVID-19 Policy made available to all via the website.</li> <li>• Staff, pupils, parents and governors have been briefed accordingly.</li> <li>• Staff will sign to evidence sight of these policies</li> </ul>	Yes Yes Yes Yes Yes Yes Yes	CH CH KM JB TE TE MH	Low
<b>1.12 Communication strategy</b>							
	Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Med/High	<ul style="list-style-type: none"> <li>• Communications strategies for the following groups are in place:               <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Governors/Trustees</li> <li>• Local authority</li> <li>• Regional Schools Commissioner</li> <li>• Professional associations</li> </ul> </li> <li>• Other partners               <ul style="list-style-type: none"> <li>○ Via letters, social media, text and email and films</li> </ul> </li> </ul>	Yes	JB	Low
<b>1.13 Staff Induction and CPD</b>							
	Staff are not trained in new procedures, leading to risks to health	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19 Death from fire	High	<ul style="list-style-type: none"> <li>• Altered staff training ongoing ensuring that anybody new to the school has               <ul style="list-style-type: none"> <li>— <del>Two day training programme</del></li> <li>• Detailed outline of process / procedure / health and safety</li> <li>• Walk of site , hands on training</li> <li>• Mechanism to address all staff concerns via bespoke question portal with immediate response</li> <li>• Individual risk assessmen for staff who are at higher risk</li> </ul> </li> <li>• Risk Assessment shared with all staff</li> <li>• Induction and CPD program is in operation for all staff prior to reopening, and include:               <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• First Aid</li> <li>• Behaviour management</li> <li>• Safeguarding</li> <li>• Risk management reporting concerns</li> </ul> </li> </ul>	TBD	JB	Low
	New staff are not aware of policies and procedures prior to starting at the school when it reopens		High	<ul style="list-style-type: none"> <li>• Induction programs are in place for all new staff – either online or in-school – prior to them starting covering COVID-19 Policy.</li> <li>• The staff handbook is issued to all new staff prior to them starting.</li> <li>• Any new staff to have same COVID CPD package as existing staff prior to starting</li> <li>• Individual training for all new staff a part of the INSET days</li> </ul>	TBD	MI	Low

	Staff undertaking CPD training courses either internally or externally	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19		<ul style="list-style-type: none"> <li>• <b>Internal:</b></li> <li>• Where possible the course to be conducted remotely.</li> <li>• Where this is not possible then social distancing 2m is to be in place for all those taking part including the instructor.</li> <li>• Work areas / stations to be cleaned prior to the session starting by the individual sitting there.</li> <li>• Face covering to be worn.</li> <li>• Any tools or equipment used to be cleaned between users.</li> <li>• <b>External:</b></li> <li>• Where possible the course to be conducted remotely.</li> <li>• Where this is not possible assurance must be received that the training location is COVID secure prior to any member of staff attending.</li> <li>• If during the course the member of staff feels unsafe due to the lack of COVID provision they are to withdraw from the course asap and report this to MH.</li> </ul>			
<b>1.14 Free school meals/Serving of meals</b>							
	Pupils eligible for free school meals do not continue to receive vouchers.  Serving of food to staff and students	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Med	<ul style="list-style-type: none"> <li>• The Finance Dept. is tasked with ensuring that pupils eligible for free school meals continue to receive vouchers. Either through National Scheme Edenred or Wonda a local scheme accessing local supermarkets.</li> <li>• During the phased return period hot food will be available on school site from Tuesday 9<sup>th</sup> March onwards</li> <li>• From September a one-way system around the servery and socially distant serving and seating arrangements to be in place. This remain in place</li> <li>• Adapted seating areas in covered courtyard to accommodate years groups to sit and eat hot food</li> </ul>	Yes  Yes	JoB  JoB  TE / EH	Low
<b>1.15 Risk assessments</b>							
	Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19		<ul style="list-style-type: none"> <li>• This risk assessments cover all areas used for phase2 re-opening and mitigation strategies are put in place and communicated to staff covering:</li> <li>• Different areas / teaching spaces of the school – Theatre /CCY/VS01/Large maths spaces.</li> <li>• When pupils enter and leave school.</li> <li>• During movement around school from the CCY to either the Theatre or VS01 or large maths spaces</li> <li>• From September delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used.</li> <li>• From September all practical subject risk assessments will be reviewed by Dept Heads and signed off before they commence. To be reviewed before they commence on the 8<sup>th</sup> Mar 2021.</li> </ul>	Yes	TE  Dept Heads Dept Heads	Low
<b>1.16a Drama</b>							
	The increased risk of transmission of COVID – 19 by Staff and Students partaking in Drama	Directly Staff & Students Indirectly Parents / Carers		<ul style="list-style-type: none"> <li>• <b>Entrances/Exits</b> - Drama Studio classes will line up outside the studio and will be away from others. Theatre and Dance studio class could line up outside the theatre foyer in lines designated by wall signage, to keep year group/class bubbles 2m away from each other (potential for 4 different bubbles to all be waiting for a dance/drama lesson) This would also allow students to adhere to the one way system. Dance and drama teachers to be mindful during the exiting of students to allow one class to exit at a time through the corridor and out by the Bungalow, as per the one way system.</li> <li>• <b>Hand sanitiser</b> to be used by all students on entry/exit to the theatre/studio</li> </ul>			



		Possible infection of COVID 19		<ul style="list-style-type: none"> <li>• <b>Chairs</b> - no chairs to be used in the dance studio, although chairs will be used in the theatre/drama studio. These will be cleaned using wipes provided at the end of each lesson. Could chairs be numbered? This would allow students to maintain the use of the same chair throughout the lesson?</li> <li>• <b>Doors</b> - these will be 'pinned open' where possible. Where not possible the teacher will wipe down door handles during lesson change overs</li> <li>• <b>Resources</b> - no tangible resources are being used, all resources, support etc will be provided electronically on the power point. There will be no use of props, unless they are personal items belonging to the actor and are only handled by that actor</li> <li>• <b>Teaching</b> - teachers will stay in their designated area at the front of the class (in front of the board) but also have taped off access points for use of technical equipment - laptops and sound, where these access points are not located at the front of the room</li> <li>• <b>Students</b> - students will be taught in their class/year group bubble, enabling them to be within 2m of each other, however students will be spaced apart from each other whenever possible - for example at the start of lessons. Students will be not be expected to touch one another and will be actively reminded that they are not to touch one another during practical work. Where possible students will rehearse/work/perform in a given area of the room, which can be easily viewed by the teacher from their designated space and reduce the amount of movement around the space.</li> </ul>			
<b>1.17 School transport</b>							
	Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times.  Adherence to gov guidelines to minimise travel using public transport hence reducing risk of increased infection in school.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>• Written Communication with parents to explain the transport to and from school.</li> <li>• Organization of bike sheds and supervision in place.</li> <li>• Greater access to parking during phased return in arena car park.</li> <li>• From September effective liaison with bus companies is used as a basis for planning staggered start and departure times. Updated from 8<sup>th</sup> March</li> <li>• For phase 2 This is a limited issue due to number needing bus transport.</li> <li>• In line with government guidance staff &amp; pupils and their parents are to be discouraged from using public transport.</li> </ul>	Yes	JB	Low
<b>1.17a School transport (MIDAS Minibuses Training)</b>							
	The MIDAS refresher training of school staff that are qualified to drive the school's minibuses.	Directly Staff & the MIDAS trainer  Possible infection of COVID 19	High	<p>As per the guidance from the AA Driving School and the guidance from the Department for Transport.</p> <ul style="list-style-type: none"> <li>• Staff timings are to be staggered to enable social distance.</li> <li>• The vehicles must be thoroughly cleaned before and after each lesson paying particular attention to areas of the vehicle that are high use touch points such as: door handles, steering wheel, gear stick, hand brake, internal mirror, seat belt etc.</li> <li>• Disposable seat coverings are to be used and changed for each user.</li> <li>• Drivers and instructors must wear clothing that covers the arms (long sleeves) and legs. (no shorts or skirts)</li> <li>• Drivers and instructor must always wear face covering and disposable gloves. The instructor is to change their face mask and gloves after each student.</li> </ul>	Yes	GS	Low

				<ul style="list-style-type: none"> <li>Windows are to be kept open throughout the lesson / assessment.</li> </ul>			
<b>1.17b School transport (5 x Minibuses)</b>							
	Staff transporting students to and from school to various locations to support their education	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>The school minibus risk assessment has been reviewed and amended for the period of time that the COVID – 19 Pandemic is present</li> <li>A copy of the risk assessment placed in each minibus and emailed to each school minibus driver.</li> <li>Drivers to conduct various cleaning tasks prior to the vehicle fit for use inspection.</li> <li>Number of passengers reduced to allow for some social distancing.</li> <li>All students on board the vehicle <b>MUST</b> wear face coverings.</li> <li>Windows to remain open.</li> <li>Seating plans to be used students using the same seat for outbound and inbound trips and seat covers used</li> <li>Minibuses allocated to individual groups to prevent cross contamination e.g. football academy, new steps.</li> </ul>	Yes	TE  GS/TE Dvrs Dvrs Dvrs Dvrs Dvrs  GS	Med
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>							
<b>2.1 Cleaning</b>							
	Cleaning capacity is reduced so that an initial thorough-clean and ongoing cleaning of surfaces are not undertaken to the standards required	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>Sufficient time is allocated to allow the cleaning staff to conduct a thorough clean of the whole premises.</li> <li>If sufficient time is not given or the number of available staff is still low due to COVID-19 all resources will be pulled and concentrated on those areas of the school being used.</li> <li>A return-to-work plan for cleaning staff including any thorough cleaning of areas is agreed and put in place.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include all high use areas, touch points, toilet facilities.</li> <li>A list of areas is in place to be withdrawn from the cleaning plan if the number of cleaners reduces due to COVID. Starting with PE changing rooms.</li> <li>Adjusted working hours for cleaning staff to be agreed enabling them to cover this increased workload. If this cannot be agreed agency cleaners will need to be employed.</li> <li>Cleaners issued with a crib card identifying high touch areas.</li> </ul>	Yes	TE	Low
	All areas in use are not cleaned and sanitized during the operating times of the school	Possible infection of COVID 19	High	<p>Detailed plan of used spaces, number of spaces and risk assessment of those spaces enables resources to be directed to ensure cleaned.</p> <ul style="list-style-type: none"> <li>Planning schedule of operation / student movement builds in breaks to enable cleaning.</li> <li>Increase cleaners on site to ensure capacity.</li> <li>Sufficient cleaning materials purchased and available for use. Eg Fogging machine</li> <li>PE Changing rooms to be cleaned following each year bubbles use. (see cleaning timetable)</li> <li>Dance changing rooms cleaned following the use by the upper school students. (see cleaning timetable)</li> </ul>	Yes	TE  BJ TE TE TE TE	Low
<b>2.2 Hygiene and handwashing</b>							
	Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency.	Directly Staff & Students Indirectly Parents / Carers	High	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Extra hand sanitisers have been installed at every entrance and exit on site.</li> <li>Non - alcoholic hand sanatiser have been installed in the science and catering departments in line with Cleaspp guidance.</li> </ul>	Yes	RS & TH  TE & RS TE & RS  RS & TH	

		Possible infection of COVID 19		<ul style="list-style-type: none"> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>			Low
	Pupils / staff forget to wash their hands regularly and frequently	Directly Staff & Students Indirectly Parents / Carers	High	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils to follow basic hygiene measures.</li> <li>Multiple hand sanitising stations set up at every entrance and exit to reinforce the current hand sanitisers in place.</li> <li>Posters displayed across the school and in every toilet on site regarding hand washing and hygiene.</li> <li>Use of electronic messaging boards (covered courtyard) to reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing / sanitising is taking place on a regular and frequent basis. Ensuring that hand sanatisers are not misused.</li> <li>Staff will oversee key stations e.g. toilets</li> </ul>	Yes	SLT TE  TE TE /OH SLT SLT	Low
	Not enough access to handwashing / sanitizing stations at heavily used locations	Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils to follow basic hygiene measures.</li> <li>Multiple hand sanitising stations set up at every entrance and exit to reinforce the current hand sanitisers in place.</li> </ul>	Yes	SLT TE	Low
	Poor hand hygiene in restaurant and eating areas		High	<p><u>All From September</u></p> <ul style="list-style-type: none"> <li>All to either wash hands or sanatiser prior to handling food at lunch and breaktime.</li> <li>Hand sanatiser stations in position at all three food outlets.</li> <li>SLT / duty staff to enforce hand hygiene in all areas</li> </ul>	Yes	All TE SLT	Low
<b>2.3 Clothing/fabric</b>							
	Certain clothes may increase the risk of the virus spreading	Directly Staff & Students Indirectly Parents / Carers	High	<ul style="list-style-type: none"> <li>Student will be required to wear school uniform,</li> <li>On days, that students have PE &amp; Dance they will use the changing rooms.</li> <li>Staff will wear normal business attire.</li> <li>Expectations and guidance are communicated to parents and staff.</li> <li>Cleaners issued with extra tabards to enable them to rotate its usage.</li> <li>Site staff issues enough uniform to rotate its usage.</li> </ul>	Yes	JB (in letter)	Low
	The use of fabric chairs may increase the risk of the virus spreading	Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>If a confirmed COVID 19 case has been using fabric covered chairs these must be taken out of service and steam cleaned before coming back into service.</li> <li>All students to use plastic chairs.</li> <li>Where possible ensure chairs are limited to single person use e.g. office locations.</li> <li>Only identified office locations and specific staff to use these areas / positions.</li> </ul>	Yes	TE	Low
<b>2.4 Testing and Managing symptoms</b>							
	Testing is not used effectively to help manage staffing levels and support staff wellbeing	Directly Staff & Students Indirectly Parents / Carers	High	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published on the staff portal and is kept up to date with any changes.</li> <li>Poster on testing on display in entrance to school.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Post-testing support is available for staff through the school's health provider. (Benendon)</li> </ul>	Yes	AC	Low
	Infection transmission within school due to staff/pupils (or		High	<ul style="list-style-type: none"> <li>Staff or Student or those living with family members showing symptoms of Covid-19 WILL not be allowed onto the school site.</li> </ul>	Yes	JB	

	members of their household) displaying symptoms	Possible infection of COVID 19		<ul style="list-style-type: none"> <li>If child is taken ill with symptoms of Covid-19 they will be taken to an outside space or a POD in student services, which has been allocated solely for isolation. Parents will be called and requested to collect their child immediately and the parent will be required to seek further medical advice in line with government guidelines.</li> <li>If staff member is taken ill with symptoms of Covid-19 the staff member will be asked to leave the site and seek further medical advice and follow government guidance.</li> <li>Parents / staff will be expected to inform the school with the outcome of the medical advice and a decision on further action will then be made</li> <li>Any person with a positive Covid-19 test will be expected to follow government self-isolation advice and will not be able to return to school within that timeframe.</li> <li>Posters displaying latest symptoms displayed in locations around school site</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority</li> <li>The school will take further advice if required and will act accordingly</li> </ul>			Low
	Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19		Med	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the return to site process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	JB	Low
	Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		Med	<ul style="list-style-type: none"> <li>Clear policy statement written by HBHS on strategy should a student / staff member be symptomatic or tested positive for COVID 19</li> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	JB  TE / MI	Low
<b>2.4a LFT Testing – On site provision</b>							
	Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Directly Staff & Students Indirectly Parents / Carers	High	<ul style="list-style-type: none"> <li>A separate risk assessment for the on-site provision of a lateral flow testing centre is in place and signed by all staff manning the centre.</li> <li>Various information communicated both to parents and cares as well as staff for the use of the testing centre. Including a youtube video.</li> <li>All staff manning the testing centre have conducted the appropriate NHS training as well as on-site training with Mr Eastwood the centre manager.</li> <li>A strict cleaning regime in place with cleaning instruction for all users of the centre as well as cleaners in situ and cleaning after each daily session.</li> <li>A plan is in place to safely deal with any member of staff of students that test positive for COVID 19.</li> </ul>	Yes	TE / JB / KM / KE	Low

		Possible infection of COVID 19		<ul style="list-style-type: none"> <li>• PCR testing kits available for anyone that tests positive for COVID 19.</li> <li>• See Full RA for Testing Centre operations (on website)</li> </ul>			
<b>2.4a LFT Testing – Home testing kits</b>							
	Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>• A separate risk assessment has been produced in line with the NHS / Government guidance on home testing kits.</li> <li>• The person distributing the home testing kits must be able to do so whilst still social distancing or from behind a screen.</li> <li>• Those taking a home testing kit must inform both the NHS and the school of their twice weekly test results.</li> <li>• Information leaflet to accompany each home testing kit that is distributed.</li> <li>• Possible information links to youtube videos sent home to those taking part in home testing.</li> </ul>	Yes	TE / JB / KM / OH	Low
<b>2.5 First Aid/Designated Safeguarding Leads / College managers</b>							
	The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>• First Aid certificates reviewed and training arranged where possible.</li> <li>• Email sent out asking first aiders if they are still willing to administer first aid provided they have the correct PPE.</li> <li>• A program for training additional staff is in place.</li> <li>• Adequate number of First aid trained staff on site at any given time. Reviewed regularly</li> <li>• Safeguarding policy addendum cover DSL protocols</li> </ul>	Yes	KE KE / AC  MI TE SW	Low
<b>2.6 Medical rooms</b>							
	Medical rooms are not adequately equipped or configured to maintain infection control	Increased likelihood of transmission	Med	<ul style="list-style-type: none"> <li>• Social distancing provisions are not for the existing medical room.</li> <li>• New larger medical holding room designated and signed for duration of covid.</li> <li>• Additional rooms are designated for pupils and staff with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. E.g. fogging machine.</li> <li>• First aid COVID-19 policy will be followed.</li> </ul>	Yes	TE	Low
<b>2.7 Communication with parents</b>							
	Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Med	<ul style="list-style-type: none"> <li>• As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.</li> <li>• A COVID-19 section on the school website is created and updated.</li> <li>• Risk assessment and Covid-19 policy available for all staff and stakeholder via the website</li> </ul>	Yes	JB/AC/KM  OH OH	Low

	Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on the school's website and in letters sent home to all parents / carers</li> <li>Various letters home to parents and cares prior to the phased return of students to school on the 8<sup>th</sup> March 2021.</li> <li>H&amp;S COVID 19 film pertaining to HBHS adaptation available and sent to all parents. Updated film being sent home Thursday 4<sup>th</sup> March</li> <li>All students have signed a home school agreement that says they will adhere to all school rules &amp; expectations, that included the updated addendums to policies for COVID0-19 phased return</li> </ul>	Yes	JB  JB  TE AC	Low
<b>2.8 Personal Protective Equipment (For those staff assisting with AGP's)</b>							
	Provision of PPE for staff where required to wear it in government guidelines e.g. attending to AGPs	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured for those that require it.</li> <li>Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. (use of PHE films on use of PPE shown to all staff who may require PPE) (LSA's and those staff that are required to work closer than the advised 2m safe distance. E.g. Staff looking after ST)</li> </ul>	Yes	TE	Low
<b>2.9 Face Coverings and other Protective Items e.g. Gloves and Visors</b>							
	Government guidelines changed requiring all staff and students to wear face coverings whilst in school to enable protection for all.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19		<ul style="list-style-type: none"> <li>Feb 2021 Government Guidance now states that face covering must be worn whilst staff and students are in school unless they are exempt from wearing a face covering. Students must support this exemption with a letter from home.</li> <li>Signage and instruction to students and parents will happen over the week of the 1st march and 8h March</li> <li>Those exempt, will wear a white / flowery exemption lanyard to indicate this.</li> <li>The School policy is that students will only remove their face coverings when they are :-</li> <li>A. Eating and drinking</li> <li>B. Taking part in PE</li> <li>C. Playing sport on Astro / Tennis courts</li> <li>Staff are reminded that the wearing of gloves is not a substitute for good handwashing or sanitising.</li> <li>Face coverings, visors and gloves sourced and onsite are of sufficient quality and quantity.</li> <li>By the end of the W/C 8<sup>th</sup> Mar 2021 the government will provide some face coverings for school.</li> <li>Teams message to all staff Feb 2021 reminding staff that a visor is not a substitute for a face covering. If a visor is to be worn it must be as well as a face covering.</li> <li>Easter will see a review of face covering strategy by the DfE</li> </ul>	Yes	All	Low
<b>3. Maximising social distancing measures</b>							
<b>3.1 Pupil behavior</b>							
	Pupils' behavior on return to school does not comply with social	Increased likelihood of	High	<ul style="list-style-type: none"> <li>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings.</li> <li>Staff are to maintain their social distance 2m where possible.</li> <li>The movement of pupils around the school is minimised.</li> </ul>	Yes	SLT  All BJ / All	

	distancing guidance	transmission		<ul style="list-style-type: none"> <li>Large gatherings are avoided through careful planning of groups, numbers onsite and organisation of day.</li> <li>From September break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>Communication to parents to reinforce the importance of social distancing.</li> <li>Arrangements for social distancing of children have been established and staff are clear on expectations.</li> </ul>		BJ  BJ SH  JB All	Med
<b>3.2 Classrooms and teaching spaces</b>							
	The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19 Increased likelihood of transmission	High	<ul style="list-style-type: none"> <li>Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance.</li> <li>All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>One-way systems for access and egress in place.</li> <li>Signage in place to support social distancing hygiene and one-way systems.</li> <li>Arrangements are reviewed regularly.</li> <li>Floor markings denoting the 2m social distancing box for teacher.</li> <li>Floor markings for the front row of desks in each room to ensure students remain 2m from the staff.</li> </ul> <p><u>Room Risk Assessment</u></p> <p><b>Theatre</b>            Hand sanitizing stations at entry and exit points            Room is ventilated mechanically and with doors open            Desks and chairs spaced apart achieving social distance            Teaching space identified and marked achieving social distance            Wipes for staff to clean remote controls in place (please leave in place)            Routes in and out clearly marked            One-way systems in place and marked            Desks numbered to assist control during access and egress.            Chairs and desks cleaned between different groups occupying</p> <p><b>VS01</b>            Hand sanitizing stations at entry and exit point            Rooms ventilated mechanically and with doors &amp; windows open            Desks and chairs spaced apart achieving social distance            Teaching space identified and marked achieving social distance            Wipes for staff to clean remote controls in place (please leave in place)            Routes to and from clearly marked            One-way systems in place and marked            Desks numbered to assist control during access and egress.            Chairs and desks cleaned between different groups occupying</p> <p><b>Covered Courtyard / Restaurant</b>            Hand sanitizing stations at entry and exit points            Routes in and out clearly marked            Tables and chairs spaced apart achieving social distance            2m social distancing floor markings            Covered courtyard and restaurant ventilated mechanically and with doors &amp; windows open</p>	Yes	TE	

				<p>Chairs and Tables cleaned between different groups occupying</p> <p><b>LRC</b> The whole LRC area being used is cleaned thoroughly each morning Workstations and tables where staff and students are sitting are cleaned at 1100hrs Breaktime and at 1300hrs lunchtime All soft furniture is labelled or taped off and not to be used Room is ventilated mechanically and with doors open</p> <p><b>General Classrooms</b> Hand sanitizing stations at entry and exit point Rooms ventilated mechanically and with doors &amp; windows open Desks and chairs spaced apart achieving social distance Teaching space identified and marked achieving social distance Wipes for staff to clean remote controls in place (please leave in place) Routes to and from clearly marked One-way systems in place and marked Desks numbered to assist control during access and egress. Chairs and desks cleaned between different groups occupying</p>				Low
<b>3.2a Parents and Carers inside school buildings</b>								
	The increased risk of transmission of COVID – 19 by having Parent / Carer inside school buildings	Directly Staff & Indirectly other students, Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>Attendance to the school site is by invitation letter / email only and avoided where possible being conducted online instead.</li> <li>The number of Parents / Carers allowed on site restricted due to social distancing by staggering the meeting times.</li> <li>Parking is arranged to allow for social distancing.</li> <li>A queuing system is in place at the entrance to the school with clear 2m social distancing marker on the floor.</li> <li>The area selected for Parents / Carers to meet staff is a large open space with good ventilation, easy access and egress route.</li> <li>Hand sanitizer is available at every entrance and exit point to the school building.</li> <li>Adequate signage is displayed across the whole site reminding Parents / Carers to social distance and use hand sanitizer.</li> </ul>	Yes	TE / SW / JB		Low
<b>3.3 Movement in corridors</b>								
	Social distancing guidance is breached when pupils circulate in corridors	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>Circulation routes have been reviewed and amended.</li> <li>One-way systems are in operation where feasible.</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly through staffing.</li> <li>The movement of pupils/additional persons around school is minimised as much as possible.</li> <li>For phase 2 pupils stay in classrooms and staff move around.</li> <li>Session change overs are staggered to avoid overcrowding.</li> <li>Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>Appropriate supervision levels are in place.</li> </ul>	Yes	TE / JB		Low
	Students out of controlled teaching	Increased likelihood of		<ul style="list-style-type: none"> <li>Staff instruction to keep student from bunching and to maintain their Social Distance.</li> <li>Allocated toilets for each room used</li> </ul>	Yes	TE / SLT		



	spaces during phased return period could lead to "groupings"	transmission		<ul style="list-style-type: none"> <li>Staff to only allow 1 student to leave at any one time</li> <li>Each room to be equipped with a radio to allow communication between room and SLT</li> </ul>			Low
<b>3.4 Break times</b>							
	Pupils may not observe social distancing at break times	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19		<ul style="list-style-type: none"> <li>If required break times are staggered.</li> <li>External areas are designated for different groups and marked on the floor with colored hash lines.</li> <li>Pupils are reminded about social distancing before break times begin.</li> <li>Social distancing signage is in place around the school and in key areas.</li> <li>Supervision levels have been increased, especially with younger pupils, to support social distancing.</li> </ul>	Yes	TE / SLT	Low
<b>3.5 Lunch times</b>							
	Pupils may not conduct Covid 19 protocols or observe social distancing at lunch times	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Med	<ul style="list-style-type: none"> <li>Pupils are reminded about social distancing as lunch times begin.</li> <li>Pupils wash their hands before and after eating and or hand sanitize.</li> <li>Dining area layouts have been configured to ensure social distancing.</li> <li>Tables and chairs have been cordoned off where this is not possible.</li> <li>Floor markings are used to manage queues and enable social distancing.</li> <li>Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>Eating areas are cleaned after lunch.</li> <li>Students may remove the face coverings when eating and drinking</li> </ul>	Yes	SLT	Low
<b>3.6 Toilets</b>							
	Queues for toilets and handwashing risk non-compliance with social distancing measures & Toilet Hygiene	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Med	<ul style="list-style-type: none"> <li>Waiting area for toilets and hand washing sanitizing have been established and are monitored.</li> <li>Student can go to the toilet when they need to but only 1 at a time.</li> <li>Floor markings are in place to enable social distancing.</li> <li>Pupils know that they can only use the toilet one at a time.</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands</li> <li>Supervision levels have been increased, to support social distancing.</li> <li>Contracts in place to empty sanitary bins.</li> </ul>	Yes	SLT	Low
<b>3.7 Medical Rooms</b>							
	The configuration of medical rooms may compromise	Directly Staff & Students		<ul style="list-style-type: none"> <li>Social distancing provisions are not available in the existing medical room.</li> <li>New larger medical holding room designated and signed for duration of phased return Outside student services</li> </ul>	Yes	TE	

	social distancing measures	Indirectly Parents / Carers  Possible infection of COVID 19		<ul style="list-style-type: none"> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>First aid COVID-19 policy will be followed.</li> <li>PPE available for first aiders should they not be able to maintain social distance.</li> </ul>				Low
<b>3.8 Reception area</b>								
	Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19		<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Soft furniture removed and replaced with plastic furniture and spaced apart.</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>4ft tables placed in front of the reception desk to allow 2m social distancing.</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>Arrangements are in place for segregation of visitors. (queue on 2m distance marker)</li> </ul>	Yes	TE		Low
<b>3.9 Arrival and departure from school</b>								
	Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Med	<ul style="list-style-type: none"> <li>Start and finish times are staggered.</li> <li>The use of entrances and exits is controlled and supervised. Gate 3 / Gate 4 only</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Regular communication to parents stress the need for social distancing at arrival and departure times.</li> <li>Parents instructed to arrive in family units only and maintain social distancing</li> </ul>	Yes	TE		Low
<b>3.10 Transport</b>								
	The use of public and school transport by pupils poses risks in terms of social distancing	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Med	<ul style="list-style-type: none"> <li>Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class or family.</li> <li>Advice to parents / carers that students should avoid public transport, if possible, when coming into school.</li> <li>Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> <li>Queuing area marked out at the front of the school allowing the different year groups to social distance whilst queuing for the bus home.</li> <li>SLT to ensure all students getting off the bus (am) and on the bus (pm) are wearing a face covering.</li> </ul>	Yes	JB / AC / TE / SLT		Low
<b>3.11 Staff areas</b>								

	The configuration of staff rooms and offices makes compliance with social distancing measures problematic	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Med	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school re opening to allow for social distancing between staff.</li> <li>Unsuitable office spaces (multi use) are out of bound until guideline change.</li> <li>Communal office spaces (finance / Admin / Repro / Colleges) have been re arranged to ensure adherence to social distancing.</li> <li>See through screens have been erected and positioned in front of desks / workstations</li> <li>Access into Repro has been stopped with a chain barrier across the door.</li> <li>Limited numbers in these spaces is identified on the entrance door.</li> <li>All staff to respect others social distance.</li> <li>In some communal offices work areas have been marked out to ensure limited numbers only work in those office. Department heads are to enforce this.</li> <li>One-way system in the main staff room past the coffee machine.</li> <li>Hand sanitizer available.</li> <li>Staff working areas identified, advertised and social distance maintained by individuals using them.</li> </ul>	Yes	TE / JB / HoDs / All	Low
<b>3.11 Water Fountains</b>							
	The use of water fountains during this period due to high temperatures and the risk of infection being transmitted.	Directly Students Indirectly Parents / Carers  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>During periods of high temperatures, the principle has requested that the water fountains in school be turned on to prevent students from dehydrating.</li> <li>Clear signage is put in place informing students and staff that these water fountains are only to be used for re filling their own water container and are not to be used to drink directly from the spout to the mouth.</li> <li>HOYr in year group areas are to supervise their use.</li> <li>Where possible water fountains are to be kept in year group bubbles. This is achievable for yrs 7, 8, 9 &amp; 10 but not for yr11's</li> <li>The cleaning regime on the water fountains has been increased.</li> <li>Legionella controls are in place.</li> </ul>	Yes	JB  TE  HOYr TE TE TE	Med
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>							
<b>4.1 Pupils with underlying health issues</b>							
	Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	HIGH	<ul style="list-style-type: none"> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. Included in letter to parents</li> <li>The school, staff and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>. A Microsoft form has been sent to all students to identify any updated concerns on return to school. Plans will be adapted to accommodate the response by the Year teams</li> </ul>	Yes	JB]   SW	Low
<b>4.2 Staff with underlying health issues</b>							
	Staff with underlying health issues or those who are shielding are not identified and so measures	Directly Staff & Students	High	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> </ul>	Yes	JB / AC / TE	

	have not been put in place to protect them.	Indirectly Parents / Carers		<ul style="list-style-type: none"> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff who are <b>clinically extremely vulnerable</b> which puts them at significant risk from COVID-19 are working from home in line with national guidance.</li> <li>Recent release of the government report into the impact of COVID-19 on BAME groups has indicate a higher risk of serious illness. Any student or staff member should contact the principal directly to discuss how we can support the greater level of risk and anxiety this causes</li> <li>Current government guidance is being applied.</li> <li>An individual risk assessment is completed on request with those members of staff that are CEV and/or CV before they return to work taking into consideration all concerns raised and procedures put in place.</li> </ul>			Low
	Staff that are CV (Clinically Vulnerable)	Possible infection of COVID 19					Low

## 5. Enhancing mental health support for pupils and staff

### 5.1 Mental health concerns – pupils

	Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Wellbeing of students	Med	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings.</li> <li>Resources/websites to support the mental health of pupils are provided.</li> <li>Increased counselling time has been invested in (extra whole day per week)</li> <li>A wellbeing team has been formed to oversee all aspect of physical and mental wellbeing for staff and students. Regular activities and check in have happened during the lockdown and will continue</li> <li></li> </ul>	Yes	CH / SW	Low
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### 5.2 Mental health concerns – staff

	The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	Wellbeing of staff	Med	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>All staff have access to Benenden healthcare</li> </ul>	Yes	AC	Low
	Working from home can adversely affect mental health	Wellbeing of staff	Med	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Yes		Low

### 5.3 Bereavement support

	Pupils and staff are grieving because of loss of friends or family	Wellbeing	Med	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> <li>Staff can request additional support through AC</li> </ul>	Yes	JB / AC	Low
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## 6. Maintaining educational provision for children of key workers and vulnerable children

### 6.1 Maintaining provision

	Educational provision must still be maintained for priority children when the school reopens	Education provision / not meeting government statutory guidance	Med	<ul style="list-style-type: none"> <li>Current government guidance is being followed.</li> <li>Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.</li> <li>The facility for full-time attendance is available where required (even if their peers are only attending part-time).</li> <li>Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> <li>Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance.</li> </ul>	Yes	SLT	Low	
<b>7. Operational issues</b>								
<b>7.1 Review of fire procedures</b>								
	Fire procedures are not appropriate to cover new arrangements	H&S whilst on site and covid-19 infection	High	<ul style="list-style-type: none"> <li>Fire procedures has been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>New policy shared with all staff and parents</li> </ul>	Yes	TE	Low	
	Fire evacuation drills - unable to apply social distancing effectively				<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Yes	TE	Low
	Fire marshals absent due to self-isolation				<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Yes	TE	Low
<b>7.2 Managing premises on reopening after lengthy closure</b>								
	All systems may not be operational		Med	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned, run up and tested.</li> </ul>	Yes	TE	Low	
	Statutory compliance has not been completed due to the availability of contractors during lockdown		Med	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Yes	TE	Low	
<b>7.3 Contractors working on the school site</b>								
	Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		Med	<ul style="list-style-type: none"> <li>Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> </ul>	Yes	TE		

				<ul style="list-style-type: none"> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>Any visiting contractors are to complete the arrivals form at reception, leaving their contact details.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>			Low
<b>7.4 Supporting ICT Equipment</b>							
	Returning, Repairing and Issuing ICT Equipment	Directly Staff Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>Staff members should only attend the ICT Support office one at a time, to facilitate social distancing between staff.</li> <li>Appointments with ICT support staff should be made in advance and the support office should not be attended unless instructed.</li> <li>In the event mobile ICT equipment requires support from an ICT engineer, the staff member that has been using the equipment must wipe down the device using provided wipes or sprayed cloth before it is handled by the engineer. Once remedial works have been carried out engineers must ensure the equipment is then cleaned thoroughly before it is left for the staff member to collect.</li> </ul>	Yes	OH TA LW DB	Low
	Repairing and Servicing ICT Equipment in-situ	Directly Staff & Students  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>In the event that in-situ ICT equipment requires an engineer to carry out work, the engineer must wear latex gloves and wipe down the equipment upon completion of work.</li> <li>In the event that in-situ ICT equipment requires an engineer to carry out work, and a period of 72 hours can be achieved between use, the engineer will wipe down the equipment upon completion of work.</li> </ul>	Yes	OH TA LW DB	Low
	Supporting ICT, demonstration and instruction	Directly Staff & Students  Possible infection of COVID 19	High	<ul style="list-style-type: none"> <li>Where possible the use of remote access software will be utilised to provide support to Staff and Students.</li> </ul>	Yes	OH TA LW DB	Low
<b>8. Finance</b>							
<b>8.1 Costs of the school's response to COVID-19</b>							
	The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties.	Directly Staff & Students Indirectly Parents / Carers  Possible infection of COVID 19	Md	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>Finance Director has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position has been shared with governors.</li> </ul>	Yes	JoB JoB JoB  JoB	Low

9. Governance								
9.1 Oversight of the governing body								
	Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		Low	<ul style="list-style-type: none"> <li>The governing body continues to meet regularly via online platforms.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	Yes	JB		Low
10. Additional site-specific issues and risks (TBC if required)								
Any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them								
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**Amendments**

Date Amendment made	Person and position making Amendment	Section being amended
Fri 12 <sup>th</sup> June 2020	Olly Hickmott	Insert Sect 7.4
Fri 19 <sup>th</sup> June 2020	Tim Eastwood	Insert Sect 3.2a
Thurs 2 <sup>nd</sup> July 2020	Tim Eastwood	Insert Sect 1.16a
Wed 25 <sup>th</sup> Nov 2020	Tim Eastwood	Complete review
28 <sup>th</sup> / 01 Feb / Mar 2021	Tim Eastwood	Complete review
2 <sup>nd</sup> March 2021	J Boyes	Completed Review