

Herne Bay High School : COVID-19 Phased Return to school Risk Assessment

Event/Activity: Herne Bay High School PHASED RETURN following 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: Herne Bay High School, Herne Bay	
Risk assessment completed by: Mr T Eastwood & COVID19 team Sign here only after giving consideration to additional control measures.	Signed: Date: June 2 nd 2020
Premises and Safety Manager: Mr T Eastwood Sign here only after agreeing control measures and action points.	Signed: Date: June 2 nd 2020
Head of establishment: Mr J Boyes Sign here only after agreeing control measures and action points.	Signed: Date: June 2 nd 2020
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	STOP

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.
STOP	'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.

	Guidance Notes	<p>Hyperlinks to latest Government policy</p> <ul style="list-style-type: none"> • Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • Coronavirus (COVID-19) Collection: guidance for schools and other educational settings • Actions for schools during the coronavirus outbreak • Coronavirus (COVID-19): implementing social distancing in education and childcare settings • Coronavirus (COVID-19): guidance for educational settings • COVID-19: cleaning in non-healthcare settings • COVID-19 : Information to parents and carers • COVID-19 Secondary School Guidance for return to schools in June • <p><u>This Risk Assessment also need to be read in conjunction with the school COVID-19 Policy (found on school website)</u></p>	HBHS COVID-19 RA V1 : 2 nd June 2020			
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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	Detail Controls/Safe Systems of Work (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)	Y/N HBHS	Implementation (Note action to implement, responsible person)	Revised Risk Rating (Controls in place: High, Medium, Low)
1.1 School Capacity							
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. 2. Agreed new timetable and arrangements confirmed for each year group or college. 3. Arrangements in place to support pupils when not at school with remote learning at home.	Yes	JB, SLT, TE LT Dept Heads	Low
1.2 Organisation of teaching spaces							
	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"> Classroom size and numbers reviewed and reduced. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance Classrooms layout changed with chairs and desks in place to allow for social distancing. 2m spacing between. All spare and non-essential furniture removed from the classroom so they cannot be used. One-way systems in place for access and egress to each classroom / learning area. Clear signage displayed in classrooms promoting social distancing. Classes of students to remain in place throughout the period. For Yr10s 3 x Staff are to rotate through one classroom. Those 3 staff will only use that classroom / learning area on that day. For Yr12 1 x staff member per classroom / learning area am and 1 staff member pm. Cleaning materials in place for when staff change subjects and hand over the controllers etc. From arrival to departure on site the students will stay together as a group (protective bubble) and will not mix with other pupils. <p>Consider the use of large spaces in school to be used as classrooms</p> <ul style="list-style-type: none"> The need for large spaces to be used as classrooms / learning areas limited numbers are available Covered Courtyard, Sports Hall, Gym, Theatre & MA16 / 17 & MA 18 & VS01/02) for teaching each 	Yes	TE BJ TE TE TE TE BJ TE BJ SLT / TE SLT	

				holding between 40 – 50 students. Even in larger class spaces we will still follow DfE guidance on class size				Low
1.3 Availability of staff and class sizes								
	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"> The health status and availability of every member of staff needs to be known and is regularly updated so that attendance & timetabling can be achieved. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. From September Flexible and responsive use of teaching assistants and pastoral staff to support supervise classes and home working is in place. A blended model of home learning and attendance at school is utilised until staffing levels improve or government guidance changes. 	Yes	AC/ JW/JB SLT BT SLT		Low
1.4 Prioritising Provision								
	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"> 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. Pastoral and SEND support is deployed wherever possible to support prioritised pupils with LSA's making contact daily from the conference room. Efforts continue to improve the virtual attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing return by other students which incorporates these students being on site at the same time. Existing arrangements that have been running since March remain in place and new phased return plan works around it. 	Yes	BJ LSA's SLT BJ		Low
1.5 The school day								
	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"> Start and departure times are staggered for each group. Access to the bike sheds is controlled to allow social distancing. Limit the number of entrances and exits being used to assist with control and social distancing. Different entrances/exits are used for different groups. Eg HBHS & Playaway nursery Staff and Students are to receive a training video explaining the procedures and layouts of the areas of the school being used. Whole staff training session planned for the 10th June 2020 Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Staff available to guide, park and direct parents and students to the correct location whilst advising them about social distancing at the start and end of each session. 	YES	JB / TE		Low
1.6 Planning movement around the school								

	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"> • Circulation plans have been reviewed and revised. • One-way systems are in place on route to and in the classroom locations. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Session change overs are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate levels of supervision are in place to assist in guiding students to the correct locations. Names to tasks. • Walk through video for all students to see prior to attending site. 	YES	SLT / TE		Low
1.7 Curriculum organization								
	Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.			<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. • Further strategies developed to address gaps will be put in place 	N/A			
1.8 Staff workspaces								
	Staff rooms, offices and kitchen do not allow for observation of social distancing guidelines	Directly Staff Indirectly Students, Parents / Carers Possible infection of COVID 19	High	<ul style="list-style-type: none"> • Levels of Admin and support staff reviewed with those able to work from home doing so. • Rota's established to ensure that only critical members of support / admin staff are on site. • Admin staff to be provided with sanitizing wipes for these workstations / desks. • 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. • Staff have been briefed on which rooms can be used and signage in place. (on video & Powerpoint) • One-way system in place in the main staff room via the drinking facilities and microwaves and available seating identified maintaining social distance. • One person at a time to be in the finance vestibule, hatch glass doors to remain closed. • From September (phase 3) if food to be provided then communication to parents will be needed to encourage use of cashless systems. • From September (phase 3) Students without cards needing to top up accounts will be given small short-term overdrafts to minimise handing in cash at finance window. • From September (phase 3) Cash collected from top up machines will be left for at least 72 hours before being counted. • From September (phase 3) Delivery of goods in to be managed so as not to breach social distancing guidelines. Use the outside caged area if needed. <p>For September? (phase 3) Plans to be devised within guidelines that allow for meals to be prepared and served by catering staff.</p>	Yes	AC AC TE TE TE TE JoB JoB JoB JoB TE TE		Low
1.9 Managing the school lifecycle								
	Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	Directly Students	Med	<ul style="list-style-type: none"> • School calendar for the summer term adjusted due to COVID-19. • Staff recruitment for September 2020 completed. • Curriculum and timetable for September 2020 completed. • Continual planning in place to ensure school can function 	Yes	SLT		

		Indirectly Parents / Carers		<ul style="list-style-type: none"> • 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. This will take place on day 1 of each college grouping for Yr10. • 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. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters, online broadcasts and various learning materials. • Induction approaches for pupils and parents are TBC with the Heads of College and College managers. 	Yes	SLT	Low
	Pupils moving on to the next phase in their education do not feel prepared for the transition	Possible loss of education					Low
1.10 Governance and policy							
	Governors are not fully informed or involved in making key decisions.	Directly Staff & Students Indirectly Parents / Carers	Med	<ul style="list-style-type: none"> • Online meetings are held regularly between the Principal and the governors. • Governing bodies are involved in key decisions on reopening and any further phases. • Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	JB	Low
		Possible infection of COVID 19					
1.11 Policy review							
	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	High	<ul style="list-style-type: none"> • 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"> ○ Safeguarding ○ Behaviour ○ Attendance ○ Staff Absence ○ Fire safety ○ Health & safety ○ First Aid • COVID-19 Policy made available to all via the website. • Staff, pupils, parents and governors have been briefed accordingly. • Staff will sign to evidence sight of these policies 	Yes Yes Yes Yes Yes Yes Yes	CH CH KM JB TE TE MH	Low
		Possible infection of COVID 19					
1.12 Communication strategy							
	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	Med/High	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Yes	JB	

		Possible infection of COVID 19						Low
1.13 Staff induction and CPD								
	Staff are not trained in new procedures, leading to risks to health	Directly Staff & Students Indirectly Parents / Carers Possible infection of COVID 19	High	<ul style="list-style-type: none"> A COVID-19 is issued to all staff prior to reopening. Isk Assessment shared with all staff Induction and CPD program is in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures First Aid Behaviour management Safeguarding Risk management reporting concerns 	TBD	JB		Low
	New staff are not aware of policies and procedures prior to starting at the school when it reopens	COVID 19 Death from fire	High	<ul style="list-style-type: none"> Induction programs are in place for all new staff – either online or in-school – prior to them starting covering COVID-19 Policy The staff handbook is issued to all new staff prior to them starting. Any new staff to have same COVID CPD package as existing staff prior to starting 	TBD	MI		Low
1.14 Free school meals/Serving of meals								
	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"> The Finance Dept. is tasked with ensuring that pupils eligible for free school meals continue to receive vouchers. During the phased return period no food will be available on school site. From September a one-way system around the servery and socially distant serving and seating arrangements to be in place. 	Yes Yes TBD	JoB JoB TE / EH		Low
1.15 Risk assessments								
	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"> This risk assessments cover all areas used for phase2 re-opening and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas / teaching spaces of the school – Theatre /CCY / VS01 When pupils enter and leave school During movement around school from the CCY to either the Theatre or VS01 From September delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used From September all practical subject risk assessments will be reviewed by Dept Heads and signed off before they commence. 	Yes	TE Dept Heads Dept Heads		Low
1.16 School transport								

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"> • Written Communication with parents to explain the transport to and from school advice • Organization of bike sheds and supervision in place • Greater access to parking during phased return in arena car park • From September Effective liaison with bus companies is used as a basis for planning staggered start and departure times, however it is unlikely that Stagecoach will resume the service to school any time soon. • For phase 2 This is a limited issue due to number needing bus transport • Given the timings of the classroom sessions public transport is unlikely to be used. • In line with government guidance staff & pupils and their parents are to be discouraged from using public transport. 	Yes	JB	Low
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19						
2.1 Cleaning						
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"> • Sufficient time is allocated to allow the cleaning staff to conduct a thorough clean of the whole premises. • 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. • A return-to-work plan for cleaning staff including any thorough cleaning of areas is agreed and put in place. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include all high use areas, touch points, toilet facilities • 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. • Cleaners issued with a crib card identifying high touch areas 	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"> • Planning schedule of operation / student movement builds in breaks to enable cleaning • Increase cleaners on site to ensure capacity • Sufficient cleaning materials purchased and available for use 	Yes	TE BJ TE TE	Low
2.2 Hygiene and handwashing						
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"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	RS & TH RS & TH	Low

		Possible infection of COVID 19					
	Pupils / staff forget to wash their hands regularly and frequently	Directly Staff & Students Indirectly Parents / Carers	High	<ul style="list-style-type: none"> Staff training includes the need to remind pupils to follow basic hygiene measures Multiple hand sanitising stations set up at every entrance and exit to reinforce the current hand sanitisers in place. Posters displayed across the school and in every toilet on site regarding hand washing and hygiene. Use of electronic messaging boards (covered courtyard) to reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing / sanitising is taking place on a regular and frequent basis. Ensuring that hand sanitisers are not misused. Staff will oversee key station eg toilets 	Yes	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"> Staff training includes the need to remind pupils to follow basic hygiene measures Multiple hand sanitising stations set up at every entrance and exit to reinforce the current hand sanitisers in place. 	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"> No food on sale during initial phased return Multiple hand sanitising stations set up at every entrance and exit to reinforce the current hand sanitisers in place. SLT / duty staff to enforce hand hygiene in all areas 		N/A	
2.3 Clothing/fabric							
	Certain clothes may increase the risk of the virus spreading	Directly Staff & Students Indirectly Parents / Carers	High	<ul style="list-style-type: none"> Student will be able to wear normal clothes uniform not required Staff will wear normal business attire Expectations and guidance are communicated to parents and staff. Cleaners issues with extra tabards to enable them to rotate its usage. Site staff issues enough uniform to rotate its usage. 	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"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use eg office locations. Only identified office locations and specific staff to use these areas 	Yes	TE	Low
2.4 Testing and managing symptoms							
	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"> Guidance on getting tested has been published on the staff portal and is kept up to date with any changes. – Poster on testing on display in entrance to school The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. (Benendon) 	Yes	AC	Low
	Infection transmission within school due to staff/pupils (or members of their	Possible infection of COVID 19	High	<ul style="list-style-type: none"> Staff or Student or those living with family members showing symptoms of Covid-19 WILL not be allowed onto the school site. 	Yes	JB	

	household) displaying symptoms			<ul style="list-style-type: none"> 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. 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. 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 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. Posters displaying latest symptoms displayed in locations around school site A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority The school will take further advice if required and will act accordingly 				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"> 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. This guidance has been explained to staff and pupils as part of the return to site process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	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"> Clear policy statement written by HBHS on strategy should a student / staff member be symptomatic or tested positive for COVID 19 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. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	JB TE / MI		Low
2.5 First Aid/Designated Safeguarding Leads / College managers								
	The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	Directly Staff & Students Indirectly Parents / Carers	High	<ul style="list-style-type: none"> First Aid certificates extended for three months. Email sent out asking first aiders if they are still willing to administer first aid provided they have the correct PPE. A program for training additional staff is in place. Adequate number of First aid trained staff on site at any given time. Safeguarding policy addendum cover DSL protocols 	Yes	KE KE / AC MI TE CH		Low

		Possible infection of COVID 19					
2.6 Medical rooms							
	Medical rooms are not adequately equipped or configured to maintain infection control	Increased likelihood of transmission	Med	<ul style="list-style-type: none"> Social distancing provisions are not for the existing medical room. New larger medical holding room designated and signed for duration of phased return Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. First aid COVID-19 policy will be followed 	Yes	TE	Low
2.7 Communication with parents							
	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"> 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. A COVID-19 section on the school website is created and updated. Risk assessment and Covid-019 policy available for all staff and stakeholder via the website 	Yes	AC	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"> Key messages in line with government guidance are reinforced on the school's website and in letters sent home to all parents / carers Return to school letter to all parents of year 10 and year 12 sent home 1 week before return to school will contain explicit instructions on the updated policies and risk assessments for phased return H&S COVID 19 film pertaining to HBHS adaptation available and sent to all parents All students have signed a home school agreement that says they will adhere to all school rules & expectations, that included the updated addendums to policies for COVID0-19 phased return 	Yes	JB JB TE	Low
2.8 Personal Protective Equipment (underly)							
	Provision of PPE for staff where required is not in line with government guidelines			<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 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) Staff are reminded that the wearing of gloves is not a substitute for good handwashing. PPE equipment sourced & onsite in sufficient quantity prior to phased opening Pupils / Staff can wear PPE if specifically requested although government guidance is PPE is not required in government settings if social distancing measures are in place 	Yes	TE	Low
3. Maximising social distancing measures							
3.1 Pupil behavior							

	Pupils' behavior on return to school does not comply with social distancing guidance	Increased likelihood of transmission	High	<ul style="list-style-type: none"> • 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. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided through careful planning of groups, numbers onsite and organisation of day. • Initially during phased return no formal break / lunch • From September break times and lunch times are structured to support social distancing and are closely supervised.(TBC) • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Communication to parents to reinforce the importance of social distancing. • Arrangements for social distancing of children have been established and staff are clear on expectations. 	Yes	SLT	Med
3.2 Classrooms and teaching spaces							
	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"> • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • One-way systems for access and egress in place. • Signage in place to support social distancing hygiene and one-way systems. • Arrangements are reviewed regularly. <p><u>Room Risk Assessment</u></p> <p>Theatre Hand sanitising 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>VS01 Hand sanitising stations at entry and exit point Rooms ventilated mechanically and with doors & 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>Covered Courtyard / Restaurant Hand sanitising stations at entry and exit points</p>	Yes	TE	LOW

				<p>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 & windows open Chairs and Tables cleaned between different groups occupying</p> <p>LRC 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>MA 16 / MA 17 Hand sanitising stations at entry and exit point Rooms 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 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>MA 18 / MA 19 Hand sanitising stations at entry and exit point Rooms ventilated mechanically and with doors & 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
3.2a Parents and Carers in Classrooms and teaching spaces								
				•				
3.3 Movement in corridors								
	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"> • Circulation routes have been reviewed and amended. • One-way systems are in operation where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly through staffing • The movement of pupils around school is minimised as much as possible. • For phase 2 pupils stay in classrooms and staff move around. • session change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	Yes	TE / JB		Low

	Students out of controlled teaching spaces during phased return period could lead to "groupings"	Increased likelihood of transmission		No Break planned for Year 10 / 12 students, below is applicable to Vulnerable / keyworkers support <ul style="list-style-type: none"> • Staff instruction to keep student in base rooms • Allocated toilets for each room used • Staff to only allow 1 student to leave at any one time • Each room to be equipped with a radio to allow communication between room and SLT 	Yes	TE / SLT	Low
3.4 Break times							
	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"> • If required break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing before break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been increased, especially with younger pupils, to support social distancing. 	Yes	TE / SLT	Low
3.5 Lunch times							
	Pupils may not observe social distancing at lunch times	Directly Staff & Students Indirectly Parents / Carers Possible infection of COVID 19	Med	INITIAL PHASED RETURN THERE IS NO LUNCH BREAK, below is applicable to Vulnerable / keyworkers support & ADDITIONALLY From September (TBC) <ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating and or hand sanitise. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Eating areas are cleaned after lunch. 	Yes	SLT	Low
3.6 Toilets							
	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"> • Waiting area for toilets and hand washing sanitising have been established and are monitored. • Student are allowed to go to the toilet when they want but only 1 at a time • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands • Supervision levels have been increased, to support social distancing. • Contracts in place to empty sanitary bins. 	Yes	SLT	Low
3.7 Medical Rooms							

	The configuration of medical rooms may compromise social distancing measures	Directly Staff & Students Indirectly Parents / Carers Possible infection of COVID 19		<ul style="list-style-type: none"> Social distancing provisions are not for the existing medical room. New larger medical holding room designated and signed for duration of phased return Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. First aid COVID-19 policy will be followed 	Yes	TE	Low
3.8 Reception area							
	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"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Soft furniture removed and replaced with plastic furniture and spaced apart. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). 4ft tables placed in front of the reception desk to allow 2m social distancing. Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. (queue on 2m distance marker) 	Yes	TE	Low
3.9 Arrival and departure from school							
	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"> Start and finish times are staggered. The use of entrances and exits is controlled and supervised. Gate 3 / Gate 4 only (staf in first week) Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Regular communication to parents stress the need for social distancing at arrival and departure times. Parents instructed to arrive in family units only and maintain social distancing 	Yes	TE	Low
3.10 Transport							
	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"> 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. Advice to parents that they should avoid public transport, if possible, when coming into school Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	Yes	JB / AC	Low
3.11 Staff areas							

	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"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Unsuitable office spaces (multi use) are out of bound until guideline change. Communal office spaces (finance / Admin / Repro / Colleges) need individual risk assessment and re arrangement to ensure adherence to social distancing 	Yes	TE	Low
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4. Continuing enhanced protection for children and staff with underlying health conditions

4.1 Pupils with underlying health issues

	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"> 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 The school, staff and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.(go in letter) 	Yes	JB	Low
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4.2 Staff with underlying health issues

	Staff 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	High	<ul style="list-style-type: none"> 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. 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. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff who are clinically extremely vulnerable which puts them at significant risk from COVID-19 are working from home in line with national guidance. 		JB / AC	LOW
	Cleaning Staff that are CV (Clinically Vulnerable)	Possible infection of COVID 19		<ul style="list-style-type: none"> 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 Current government guidance is being applied. 			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	Wellbeing of students	Med	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings. Resources/websites to support the mental health of pupils are provided. 	Yes	CH	Low
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	the COVID-19 crisis in general							
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"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. All staff have access to Benenden healthcare 	Yes	AC		Low
	Working from home can adversely affect mental health	Wellbeing of staff	Med	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	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"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. Staff can request additional support through AC 	Yes	JB / AC		Low
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"> Current government guidance is being followed. Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. The facility for full-time attendance is available where required (even if their peers are only attending part-time). Arrangements are in place to ensure that this cohort is tracked and supported effectively. Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Yes	SLT		Low
7. Operational issues								
7.1 Review of fire procedures								
	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"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. New policy shared with all staff and parents 	Yes	TE		Low
	Fire evacuation drills - unable to apply social distancing effectively			<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	TE		Low

	Fire marshals absent due to self-isolation			<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	TE	Low
7.2 Managing premises on reopening after lengthy closure							
	All systems may not be operational		Med	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned, run up and tested. 	Yes	TE	Low
	Statutory compliance has not been completed due to the availability of contractors during lockdown		Med	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	TE	Low
7.3 Contractors working on the school site							
	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"> 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. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. 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. 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. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. 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). 	Yes	TE	Low
7.4 Supporting ICT Equipment							
	Returning, Repairing and Issuing ICT Equipment	Directly Staff Possible infection of COVID 19	High	<ul style="list-style-type: none"> Staff members should only attend the ICT Support office one at a time, to facilitate social distancing between staff. Appointments with ICT support staff should be made in advance and the support office should not be attended unless instructed. 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. 	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"> 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. 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. 	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"> Where possible the use of remote access software will be utilised to provide support to Staff and Students. 	Yes	OH TA LW DB	Low
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8. Finance

8.1 Costs of the school's response to COVID-19

	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"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Finance Director has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors. 	Yes	JoB JoB JoB JoB	Low
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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"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 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. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 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. 	Yes	JB	Low
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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 th June 2020	Olly Hickmott	Sect 7.4 insert
Wed 17 th June 2020	Tim Eastwood	Sect 3.2 Classrooms and teaching spaces Insert MA18 & 19.
Wed 18 th June 2020	Tim Eastwood	Insert 3.2a Parents and Carers in Classrooms and teaching spaces