

## Contents

COVID-19: Operational risk assessment for full school reopening from September 2020.

[Guidance for full opening: schools](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

<b>Assessment conducted by:</b>	V Leatherbarrow	<b>Job title:</b>	Business Director	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors
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<b>Date of assessment:</b>	14 January 2021	<b>Review interval:</b>	Every 2 weeks	<b>Date of next review:</b>	28 January 2021
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Related documents	
<b>Trust/Local Authority documents:</b>	<b>Government guidance:</b> <b>DfE Coronavirus Guidance Collection:</b> <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a> <a href="#">COVID-19: cleaning in non-healthcare settings</a>

### Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>Read in conjunction with the School Reopening Plan</b>					
<b>1.1 Net capacity</b>					
<b>Available capacity of the school is reduced when social distancing guidelines are applied</b>	H	<ul style="list-style-type: none"> <li>All pupils will be expected to return to school from September 2020</li> <li>School will need to continue to support social distancing rules.</li> <li>Agreed timetable and arrangements confirmed for each year group.</li> <li>Arrangements continue to be in place to support pupils not at school with remote learning at home if COVID-19 outbreak occurs.</li> </ul>	Yes	Timetable adjusted to accommodate year group "bubbles". Areas zoned to support social distancing of year groups. Separate entrance and exits for year groups. Staggered break and lunchtimes Reconnect Curriculum and timetables agreed. Remote learning support in place to deliver learning resources for pupils who are isolating. Key Worker and Vulnerable pupils will remain in year group bubbles during the third national lockdown. Staff and pupils will observe social distancing guidance of 2 meters. Staff must wear high quality face coverings at all times and pupils are strongly encouraged to do so.	L
<b>1.2 Organisation of teaching spaces</b>					
<b>Classroom sizes will not allow adequate social distancing</b>	H	<ul style="list-style-type: none"> <li>Classroom size and numbers reviewed.</li> <li>Classrooms re-modelled, with chairs and desks in place to allow for social distancing.</li> <li>Clear signage displayed in classrooms promoting good hygiene and social distancing.</li> <li>Year groups stay together and do not mix with other year groups.</li> </ul>	Yes	Pupils arranged in year group "Bubbles" with majority of lessons conducted in the same space. Staff timetable adjusted to support year group bubbles. Classrooms arranged so that all pupil desks and chairs face forward. Resource bases provided in each year group zone. Teacher teaches from the front of the class at least 2 metres from pupils. Classroom layouts inspected daily. Strict seating plans in place	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<p>Staff must wear high quality face coverings at all times and pupils are strongly encouraged to do so.</p> <p>6<sup>th</sup> Form Study Centre configured to support social distancing of 1 metre.</p> <p>Hand sanitiser, tissues, face masks and disinfectant spray allocated to each member of staff</p> <p>Clear signage: Social distancing, Catch It Bin It Kill It, washing hands regularly for at least 20 seconds. Clean hands thoroughly, more often than usual.</p> <p>Pupils provided with individual classroom packs to reduce sharing of resources</p> <p>Specialist equipment e.g. music instruments, computer keyboards, DT tools, PE resources etc. will be sanitised at the end of every lesson.</p> <p>Clear signage and directional arrows for staff and students to follow one way systems as appropriate.</p> <p>Review of one-way system implemented January 2021 to further enhance social distancing.</p>	
<b>1.3 Availability of staff and class sizes</b>					
<p><b>The number of staff who are available is lower than that required to teach all classes in school</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> </ul>	<p>Yes</p>	<p>Daily update of health status of every member of staff.</p> <p>Employer Testing facility available and procedure notified to staff.</p> <p>Critical Incident Management Team have considered the risk and protocol of member(s) of the School Senior Leadership Team exhibiting symptoms of COVID-19.</p> <p>Staffing for September enhanced to provide additional support.</p>	<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<p>Flu vaccinations took place on 19 November on-site for all staff.</p> <p>Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should work from home and not attend the workplace.</p> <p>Staff who remain clinically extremely vulnerable should work from home and not attend the workplace during the third national lockdown.</p> <p>Lateral Flow Testing available on school premises (see Section 2.4)</p>	
<b>1.4 The school day</b>					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> <li>The entrances and exits to be used are included in the overall plan for the school day.</li> <li>Different entrances/exits are used for different groups.</li> <li>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>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.</li> </ul>	<p>Yes</p>	<p>Pupils travelling by bus enter the site via the Gainsborough Road entrance. Separate entrance and exits points to all school buildings for each year group in place. Staff supervision to assist movement of pupils. Briefings took place as pupils returned to school in September.</p> <p>Floor and wall signage to remind both staff and pupils of the routes for movement around the school and the importance of social distancing at all times.</p> <p>Floor signs placed appropriately to ensure that any queueing facilitates social distancing. Review of one-way system implemented January 2021 to further enhance social distancing.</p> <p>At the end of the school day pupils are escorted to school buses.</p>	<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<p>Year 12 pupils enter and exit the school via the 6<sup>th</sup> Form gate and enter the 6<sup>th</sup> Form via the pupil entrance.</p> <p>Signs explain the importance of social distancing are displayed on the 6<sup>th</sup> Form gate.</p> <p>Staff use the school App/key fob to register their attendance at the start and end of the school day.</p> <p>Parents encouraged to drop off and collect pupils away from Gainsborough Road and Ormonde Drive.</p> <p>Staff will make sure that pupils are wearing masks at the end of the school day.</p> <p>Clearly communicate safety measures to staff, parents and governors.</p> <p>Limit overall numbers on site to break transmission chains.</p> <p>Reduce chances of year group bubbles mixing.</p> <p>Staggered breaks and lunchtimes</p>	
<b>1.5 Planning movement around the school</b>					
<p><b>Movement around the school risks breaching social distancing guidelines</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and revised.</li> <li>• One-way systems are in place where possible.</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.</li> <li>• Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>• Appropriate duty rota and levels of supervision are in place.</li> </ul>	<p>Yes</p>	<p>Year group bubbles remain mainly in their allocated zones.</p> <p>Key Worker and Vulnerable pupils will remain in year group bubbles during the third national lockdown and will remain in their allocated zones.</p> <p>A rigorous cleaning regime has been implemented for all classrooms</p> <p>Floor signage on corridors direct pupils to their designated classrooms, and the Dining Area.</p> <p>One way systems are in operation.</p>	<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				Review of one-way system implemented January 2021 to further enhance social distancing. Year groups are allocated separate outdoor spaces to support social distancing. Pupils are supervised at all times. 6 <sup>th</sup> form pupils enter and exit via the 6 <sup>th</sup> form gate and remain in the 6 <sup>th</sup> form building, unless they are having lessons in a specialist classroom. Teaching and support staff duty rotas in place to assist safe pupil movement. Staff must wear high quality face coverings at all times and pupils are strongly encouraged to do so. Staff will make sure that pupils are wearing masks at the end of the school day	
<b>1.6 Curriculum organisation</b>					
<p><b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Educational impact and specific gaps in learning are assessed and addressed in teachers' planning.</li> <li>• Exam syllabi are covered.</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	<p>Yes</p>	Delivery refresh of some KS2 content to Year 7. Year 7 diagnostic week - CATs w/c 14/09. Swift AP1: Y8 – 13 baseline assessments to inform intervention(s). Building confidence in low stakes assessment methods (quizzes, observations, discussions). High quality, precise and targets feedback for every student DP and SEND prioritised. Evaluation home learning experiences – access to technology. Focus on core initially. Year 7 daily reading programme- Reading focus across KS3 and KS4 curriculums. COVID-19 Education Endowment Foundation Support for Schools: catch-up & enhance programme of interventions - QFT essential knowledge and skills. 1:2:1, small group tuition, Oak Academy resources, NTP for DP, lunchtime and afterschool revision programme Sept start, individual mentoring, targeted homework.	<p>M/L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				Virtual parent evening programme for all year groups 2020-21. Blended Learning actively supported by staff. Home learning investment in new technology for staff and pupils. CPD training provided to all staff to aid accessibility. Home learning investment in new technology for staff and laptops for pupils. Investment in new technology within the classroom to enhance remote lesson delivery. Blended Learning will be provided to all pupils during the third national lockdown. Access via the school website: <a href="http://www.maghullhigh.com/RemoteServices/index.html">http://www.maghullhigh.com/RemoteServices/index.html</a>	
<b>1.7 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms.</li> </ul>	Yes	The use of offices has been reviewed and office furniture has been configured to accommodate social distancing. Access to offices is restricted to those staff who normally work there. Open staff work areas have been reconfigured to support social distancing a passive supervision. Additional staff rooms have been created to support social distancing. Capacity within staff rooms has been reduced to accommodate the social distancing measures that are in place.	L
<b>1.8 Managing the school lifecycle</b>					
<b>Limited progress with the school's summer term calendar and workplan because of COVID-19 measures</b>	M	<ul style="list-style-type: none"> <li>School calendar for the summer term rationalised.</li> <li>Senior Leadership Team (SLT) and staff work plans include short- and medium-term planning.</li> <li>Staff recruitment for September 2020 completed.</li> <li>Curriculum and timetable for September 2020 completed.</li> </ul>	Yes	SEF July 20 review completed and SIP 2020-21 prepared. New SLT Roles and Responsibilities and curriculum recovery plans shared with ELT Assessment point July 2020. Recruitment of 2 appointments (Art/Music) via distance/virtual interview process.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				Recruitment of 2 APL's/IT Technician Timetable completed School calendar 2020/21 adapted to allow for later mocks. Government's DVP laptop and Remote Connectivity Scheme to support Year 10 access to IT	
<p><b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b></p>	<p>M</p>	<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, and universities, apprenticeship providers) to assist with pupils' transition.</li> <li>• Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>• Virtual tours of the school are available for parents and pupils.</li> <li>• Online induction days for pupils and parents are planned.</li> </ul>	<p>Yes</p>	<p>Work has been undertaken with all year groups.                      Contact with all Y6 students made – transition packs distributed.                      Transition tab on the website and new Transition email contact.                      All paperwork collated and primary schools contacted regarding students.                      New transition student and parental information and FAQs are available on the website.                      Further updates communicated to parents via letter, website, social media and Connect-Ed messaging as appropriate                      SEND school visits July 2020.                      Year 6 Summer School, August 2020                      New Year 7 Induction day 2 September 2020.                      All Y9 students following options subjects for GCSE/L2 study and received subject induction as well as only receiving subject related work in summer term for chosen subjects.                      Y11 have undertaken preparation work for sixth form transition including personal development and Extended Project Qualification.                      Y13 students prepared for either further study at University, apprenticeship or employment and have regular contact from Director of Sixth Form.                      Y11 and Y13 results day SLT support.                      Virtual Open Evening video available on school website.</p>	<p>M/L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1.9 Governance and policy</b>					
<b>Governors are not fully informed or involved in making key decisions</b>	M	<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors.</li> <li>Governing bodies are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Yes	<p>Governors meetings are being scheduled in accordance with the annual plan for governance set prior to the next academic year.</p> <p>Plans for full re-opening have been developed with Governors.</p> <p>Copies of Government and Local Authority guidance have been shared with Governors.</p> <p>All RA updates shared with governors.</p>	L
<b>1.10 Policy review</b>					
<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</b>	H/M	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Yes	<p>The following policies have been reviewed and revised, where appropriate to take account of government guidance on social distancing and COVID-19:</p> <ul style="list-style-type: none"> <li>Safeguarding</li> <li>Attendance</li> <li>Health &amp; Safety</li> <li>First Aid</li> <li>Behaviour and Attitudes</li> <li>Fire Evacuation Procedures</li> <li>Safer Recruitment</li> <li>E-Safety</li> </ul> <p>Remote Learning - Acceptable Use Agreement</p> <p>Staff September opening Zoom briefing 20 July 2020</p> <p>Staff refresh briefing Tuesday 2 September 2020.</p> <p>Pupils briefed at assemblies on the first day of their return to school.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1.11 Communication strategy</b>					
<p><b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Communications strategies for the following groups are in place:</li> <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>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Daily CIMT meetings – minutes shared with Chair of Governors</li> <li>• DfE updates shared with all staff</li> <li>• Daily staff bulletin – also shared with all Governors</li> <li>• Staff newsletters</li> <li>• Departmental Zoom and MS Teams meetings for all groups of teaching (including new staff who joined in September) and support staff</li> <li>• Pupil newsletters</li> <li>• Firefly communication</li> <li>• Website</li> <li>• Parental letters and emails</li> <li>• School Twitter account</li> <li>• Governors Meetings</li> <li>• Local Authority newsletters and updates communicated to CIMT and Governors</li> <li>• Regular communication with Regional Schools Commissioner school support advisor, Executive Headteacher Southport Learning Trust and LIMAS collaborative.</li> <li>• Meetings with Secondary Association of Headteachers</li> <li>• Regular updates from Professional Associations and Unions.</li> </ul>	<p>L</p>
<b>1.12 Staff induction and CPD</b>					
<p><b>Staff are not trained in new procedures, leading to risks to health</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• A revised staff handbook is issued to all staff prior to reopening.</li> <li>• Induction and CPD programmes are 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> </ul> </li> </ul>	<p>Yes</p>	<p>Risk Assessment shared with all staff Staff Zoom briefing 20 July 2020 included:</p> <ul style="list-style-type: none"> <li>• Site safety and risk assessment</li> <li>• School transport arrangements</li> <li>• New school day – curriculum and timetable 2020-21</li> </ul>	<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul>		<ul style="list-style-type: none"> <li>• Staff and pupil wellbeing</li> <li>• Behaviour and attitudes</li> <li>• Revised health &amp; safety procedures</li> <li>• Movement around the school</li> <li>• Site plan</li> <li>• Re-connect curriculum</li> <li>• Intervention Programme</li> </ul> <p>Staff Handbook updated to include all of the above All Risk Assessment updates shared with staff</p>	
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	M	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>• NQT Guidance issued</li> <li>• Opportunity to communicate with line manager(s)/department</li> <li>• Safeguarding training provided to new staff</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Yes	<p>New staff induction 29 June – safety briefing, SLT introductions, policy information shared, meeting with HoD.</p> <p>Included in departmental and faculty Zoom meetings during ST1 and ST1</p> <p>Staff September opening Zoom briefing 20 July 2020.</p> <p>Staff refresh briefing Tuesday 1 September 2020</p>	L
<b>1.13 Free school meals</b>					
<b>Pupils eligible for free school meals do not continue to receive vouchers during the summer holiday period and during periods of isolation and national and local lockdown.</b>	M	<p>A full time member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals during the summer holiday period <b>and during periods of isolation and national and local lockdown.</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	Yes	<p>Local Authorities Free School Meals eligibility updated weekly.</p> <p>All eligible pupils continued to receive Edenred shopping vouchers during the summer holiday period.</p> <p>Supermarket vouchers available for FSM pupils who are learning remotely.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1.14 Risk assessments</b>					
<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.</b>	H	<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:               <ul style="list-style-type: none"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> </ul> </li> <li>Recognition that new scientific evidence acknowledges that children are vectors for the new variant of COVID 19.</li> </ul>	Yes	<p>Risk Assessments monitored and reviewed frequently as appropriate.</p> <p>Supervision of pupils at all times.</p> <p>Continuous emphasis on staff and pupil awareness of hygiene and social distancing.</p> <p>Risk Assessment reviewed 7/1/21 to take into account new scientific evidence that acknowledges that children are vectors for the new variant of COVID 19.</p>	L
<b>1.15 School transport</b>					
<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</b>	H	<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to opening.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered arrival and departure times.</li> </ul>	Yes	<p>Use of public transport should be minimalised. Pupils should be encouraged to walk to school when possible.</p> <p>Liaison between school and Merseytravel to determine bus schedule and ensure enough provision to accommodate increasing pupil numbers.</p> <p>Parental survey to assist assigning pupils to buses to aid distribution and support social distancing.</p> <p>"Closed door" Policy introduced by Merseytravel to prohibit use of designated buses to non Maghull High pupils.</p> <p>Merseytravel have increased capacity on several bus routes.</p> <p>Staff will make sure that pupils are wearing masks at the end of the school day</p> <p>CCTV facilities on school buses will assist the school to monitor use of masks on buses.</p> <p>Parents will be informed where regulation is not observed.</p>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	H	<ul style="list-style-type: none"> <li>A school re-opening plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are adjusted.</li> </ul>	Yes	All areas deep cleaned, including buildings not in current use prior to the start of the Autumn term. Rigorous cleaning regime established for all areas, with particular emphasis on hard surfaces i.e. tables, chairs, handles and rails. "Fogging Machine" purchased to aid whole room/equipment sanitisation.	L
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies have been purchased.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Yes	Increased supply of cleaning materials including: <ul style="list-style-type: none"> <li>Hand sanitisers</li> <li>Soap</li> <li>Paper towels</li> <li>Disinfectant</li> <li>Disposable cloths</li> <li>Disposable gloves</li> <li>Lidded bins</li> </ul> Cleaning staff operational throughout the day to replenish stocks. Wall mounted hand sanitising stations positioned at all entrances and exits. Hand sanitiser, tissues, face masks and disinfectant spray allocated to each member of staff	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and visual devices reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Yes	Staff briefed on need to continuously remind pupils of hygiene arrangements. NHS and PHE posters in toilets, classrooms and corridors. Monitoring of use of soap, hand sanitiser and paper towels to assess level of handwashing.	L
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> </ul>	Yes	The school will follow Government guidance. From September all pupils will wear full school uniform. Staff are expected to adhere to the school dress code.	L
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where there is a possibility of shared use.</li> </ul>	Yes	All soft furnishing, including fabric chairs removed from areas in daily use to facilitate ease of cleaning. Anti-viral sanitising sprays used on furniture and equipment.	L
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Post-testing support is available for staff.</li> <li>Lateral Flow Testing availability</li> </ul>	Yes	Staff briefings. ELT meetings. Encouraging staff to self-isolate as necessary. Follow up support provided via SLT link/Line manager. Testing - Local Authority testing centres have been set up across the region to help detect asymptomatic cases of Coronavirus. All staff and students are encouraged to make use of these tests in addition to the ongoing system of control measures in place. Lateral Flow Testing available for pupils and staff on the school site from 7 January 2021 (see Appendix A for LFT Risk Assessment). The school will communicate the availability of Lateral Flow Testing to all parents, pupils and staff and encourage participation in regular testing.	M/L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				Pupils or staff who receive a positive lateral flow test result must have this confirmed by taking a lab-evaluated test, carrying out the actions/isolations as set out for suspected cases.	
<b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b>	H	<ul style="list-style-type: none"> <li>• Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>• Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. A record of any COVID-19 symptoms in staff or pupils is reported to the local authority.</li> </ul>	Yes	<p>Staff and parents are made aware of the requirement to report reasons for absence to enable robust monitoring of absence data and tracking to take place.</p> <p>Revised First Aid policy includes a section on COVID19, setting out procedures for dealing with any staff or pupil displaying symptoms at school, together with follow up action to be taken.</p> <p>The school have engaged in the NHS Test and Trace process.</p> <p>Parents are directed to government guidance available on school website.</p> <p>Newsletter to parents setting out circumstances where pupils should not be attending school.</p> <p>Follow local Health Protection Team advice on containing any outbreak.</p> <p>Local Authority reporting mechanism in place.</p> <p>Seating plans available for all classes to aid identification of close contacts in the event of a positive disclosure.</p>	M
<b>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</b>	H	<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 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	<p>Staff and parents have received clear communication/guidance on government guidance and are fully aware of actions needed to be taken should anyone display symptoms of COVID-19.</p> <p>Staff and student briefings.</p> <p>Parents are directed to government guidance updates via email, social media and published on school website.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<p>Newsletter to parents setting out circumstances where pupils should not be attending school.</p> <p>following COVID-19 Early Outbreak Management Card. Three step approach:</p> <ul style="list-style-type: none"> <li>• Identify</li> <li>• Report</li> <li>• Respond</li> </ul> <p>PHE Cheshire/Merseyside Health Protection Team tel: 03442250562 option 1.</p> <p>Staff and pupils aged 16 and above are actively encouraged to use the NHS COVID-19 app ('the app'), to help reduce personal and public risk.</p>	
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	M	<ul style="list-style-type: none"> <li>• Valid First Aid certificates.</li> <li>• A programme for training additional staff is in place.</li> </ul>		<p>All First Aid certificates valid for at least 12 months.</p> <p>Training provided on removal of PPE.</p> <p>Adequate provision of First Aiders and Designated Safeguarding Lead and Assistant Safeguarding Lead is always available on site.</p>	L
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	H	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• Additional space is 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> </ul>	Yes	<p>Revised First Aid Policy sets out the procedures to be followed where staff or pupils are displaying symptoms of COVID-19. Additional accommodation has been designated for staff or pupils displaying symptoms of COVID-19 until they can either go home or be collected.</p> <p>The accommodation identified has a separate entrance, separate toilet and windows that</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				can be opened. Stocked with appropriate PPE. All designated areas will be cleaned after suspected COVID-19 cases have left.	
<b>2.7 Communication with parents</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	M	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Parent and pupil handbooks created.</li> </ul>	Yes	Parent guidance: <ul style="list-style-type: none"> <li>Letter</li> <li>ConnectEd messaging</li> <li>Twitter</li> <li>School website</li> </ul> A Coronavirus section has been created on the school website and is regularly updated. Parent and pupil return to school guidance booklets have been created. Guidance is provided to parents about the importance of reporting absences and the information provided about when households to isolate. The school risk assessment is shared with parents through the school website.	L
<b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b>	M	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Yes	ConnectEd messaging Website- collection of COVID-19 guidance and updates Social media Return to school parental guidance booklets make parental responsibilities explicit should a child display symptoms of COVID-19	L
<b>2.8 Personal Protective Equipment (PPE)</b>					
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	M	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> </ul>	Yes	Government guidance has been circulated to all staff. PPE secured via a reputable supplier	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) 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.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>		<p>Guidance provided in the Handbook/posters on how to put on and remove PPE to reduce contamination.</p> <p>Appropriate receptacles have been provided for safe disposal of PPE (double bagging, no-touch pedal bins).</p> <p>Staff reminded via staff handbook, briefings and signage of the importance of rigorous hand washing.</p> <p>Staff must wear high quality face coverings at all times and pupils are strongly encouraged to do so.</p>	
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	H	<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, visual devices, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>Staff model social distancing consistently.</li> <li>The movement of pupils around the school is minimised.</li> <li>Large gatherings are avoided.</li> <li>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>Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of social distancing.</li> </ul>	Yes	<p>Pupils will be reminded throughout the school day of the importance hygiene measures and social distancing by staff, via signage, floor markings and displays on visual devices around the school.</p> <p>Re-launch of Behaviour and Attitudes Policy – impact of COVID-19.</p> <p>Parental communication, engagement and support.</p> <p>End of term letter – July 2020, student and parent guidance and support re September start and what to expect.</p> <p>Pupils supervised at all times.</p> <p>Welcome back form tutor assemblies.</p> <p>Senior leaders visible to monitor pupil adherence to social distancing and hygiene.</p> <p>Revised On-call and detention system.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>3.2 Classrooms and teaching spaces</b>					
<p><b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures taking into account government guidance.</li> <li>• All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>• Arrangements are reviewed regularly.</li> <li>• Use of outside spaces encouraged.</li> </ul>	<p>Yes</p>	<p>Pupils arranged in year group “Bubbles” with majority of lessons conducted in the same space.                      Classrooms arranged so that all pupil desks and chairs face forward. Classroom layouts inspected daily.                      Strict seating plans are in place.                      Windows are kept open to aid ventilation. Blinds to be kept open where possible to maximise airflow.                      Resource bases provided in each year group zone.                      Teacher stays at the front of the class at least 2 metres from pupils.                      6<sup>th</sup> Form Study Centre configured to support social distancing of 1 metre.                      Hand sanitiser, tissues, face masks and disinfectant spray allocated to each member of staff                      Lidded bins in each classroom                      Perspex screens available for teacher desks. Perspex Screens in place in Art department to aid teaching and support social distancing.                      Staff clean work areas before and after use.                      Clear signage: social distancing, Catch It Bin It Kill It, regular washing hands for at least 20 seconds. Clean hands thoroughly, more often than usual.                      Outdoor spaces zoned for each year group.                      Staff must wear high quality face coverings at all times and pupils are strongly encouraged to do so.</p>	<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>3.3 Movement in corridors</b>					
<b>Social distancing guidance is breached when pupils circulate in corridors</b>	H	<ul style="list-style-type: none"> <li>• Circulation plans 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>• Pupils will walk in single file on the left hand side of the corridor whilst maintaining social distancing</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• Movement of pupils around school is minimised as much as possible.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> </ul>	Yes	<p>Circulation plans have taken account of the numbers of pupils on site and the accommodation that will be in use. Floor signage on corridors will direct pupils to their individual classrooms and the dining area.</p> <p>One way systems will be in operation where possible.</p> <p>Review of one-way system implemented January 2021 to further enhance social distancing.</p> <p>Pupils will walk in single file on the left hand side of corridors.</p> <p>Pupils will spend most of their day in their designated classroom.</p> <p>Pupils will be escorted to the dining area at lunchtimes and breaks and year groups will be allocated separate outdoor spaces to support social distancing.</p> <p>Pupils will be supervised at all times.</p> <p>Staff must wear high quality face coverings at all times and pupils are strongly encouraged to do so.</p>	L
<b>3.4 Break times</b>					
<b>Pupils may not observe social distancing at break times</b>	H	<ul style="list-style-type: none"> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Pupil supervision will be in place at all times.</li> </ul>	Yes	<p>Staggered breaks introduced to reduce numbers of pupils in circulation.</p> <p>Pupils will have separate designated external areas to support social distancing. Signage providing guidance on social distancing will be placed around the site both internally and externally.</p> <p>Pupils will be supervised at all times.</p> <p>Staff must wear high quality face coverings at all times and pupils are strongly encouraged to do so.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				In the event of a positive disclosure, groups affected will return to their tutor rooms at break and refreshments will be served there.	
<b>3.5 Lunch times</b>					
<b>Pupils may not observe social distancing at lunch times</b>	H	<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.</li> <li>• Dining area layouts have been configured to ensure social distancing.</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.</li> <li>• Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>• Eating areas are cleaned after lunch.</li> </ul>	Yes	<p>Staggered lunchtimes introduced to reduce numbers of pupils in circulation.                      Pupils will wash their hands before and after handling food.                      Dining area has been reconfigured to take account of social distancing.                      Additional seating purchased to accommodate social distancing                      Floor markings assist social distancing when pupils are queuing.                      Review of one-way system implemented January 2021 to further enhance social distancing.                      Guidance issued to parents and pupils on the use of disposable bags instead of lunch boxes.                      Pupils to bring own refillable water bottle.                      Only disposable plates and cutlery will be used.                      Eating areas will be cleaned before and after each break and lunch sitting.                      Seating in 6<sup>th</sup> Form common room layout has been changed to aid social distancing and cleaning.                      Staff must wear high quality face coverings at all times and pupils are strongly encouraged to do so.                      . In the event of a positive disclosure, groups affected will be escorted from their lessons to the dining room early, collect their lunches and be escorted to their tutor rooms.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>3.6 Toilets</b>					
<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</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 6 times a day.</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> </ul>	Yes	<p>Floor markings will show pupils where they must queue when accessing toilet facilities. Review of one-way system implemented January 2021 to further enhance social distancing.</p> <p>Access to toilets at break and lunch will be monitored.</p> <p>Pupils will be allowed to go to the toilet in class times if necessary.</p> <p>Signs on thorough washing of hands are displayed.</p> <p>Soap and paper hand towels are available and replenished throughout the day.</p> <p>Pupils are reminded regularly throughout the day on how to wash hands thoroughly. Clean hands thoroughly, more often than usual.</p> <p>All hand driers have been decommissioned and replaced with lidded bins.</p>	L
<b>3.7 Medical Rooms</b>					
<b>The configuration of medical rooms may compromise social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <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> </ul>	Yes	<p>Revised First Aid Policy sets out the procedures to be followed for both first aid and where staff or pupils are displaying symptoms of COVID-19 areas.</p> <p>Additional accommodation has been designated for staff or pupils displaying symptoms of COVID-19 until they can either go home or be collected.</p> <p>The accommodation identified has a separate entrance, access to a separate toilet and windows that can be opened.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				All designated areas will be cleaned after suspected COVID-19 cases have left.	
<b>3.8 Reception area</b>					
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Arrangements are in place for segregation of visitors.</li> </ul>	Yes	Social distancing floor signs leading up to the external main entrance doors. Social distancing guidance is displayed in the entrance to the reception area. Touch screen signing in procedure has been suspended. Glass panels separating the receptionist and visitors. Non-essential deliveries suspended. Visitors without an appointment discouraged. socially distancing segregation of visitors.	L
<b>3.9 Arrival and departure from school</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>	<p>H</p>	<ul style="list-style-type: none"> <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>• Communication with parents stress the need for social distancing at arrival and departure times.</li> </ul>	<p>Yes</p>	<p>There is a clear plan of movement around the school and the entrances and exits available to staff and pupils. Staff and pupils will be fully briefed on which exits/entrances they can use and when. All entrances will have directional and guidance signs. Floor signs and ground marking will provide clear guidance for socially distancing and direction. Parents will receive regular reminders on school expectations of social distancing at arrival and departure. Parents encouraged to drop off and collect pupils well away from Gainsborough Avenue and Ormonde Drive Pupils are escorted from and onto buses. Staff will make sure that pupils are wearing masks at the end of the school day</p>	<p>L</p>
<p><b>3.10 Transport</b></p>					
<p><b>The use of public and school transport by pupils poses risks of infection</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Guidance is in place for pupils and parents on how to reduce the risk of infection on public and school transport. This includes advice on the use of face coverings.</li> <li>• Discussions have been held with the relevant public transport authority and with bus companies on how safety measures will be applied.</li> </ul>	<p>Yes</p>	<p>Use of public transport should be minimalised. Pupils should be encouraged to walk when possible. "Safe Travel to School" leaflet produced covering all forms of transport and distributed to pupils, staff and parents and available on the school website. Safe disposal of single use masks if required. A washable face covering will be made available to staff and pupils. Safe disposal of single use masks if required.</p>	<p>M</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<p>“Closed door” Policy introduced by Merseytravel to prohibit use of designated buses to non Maghull High pupils. Merseytravel have increased capacity on several bus routes. Staff will make sure that pupils are wearing masks at the end of the school day CCTV facilities on school buses will assist the school to monitor use of masks on buses. Parents will be informed where regulation is not observed.</p>	
<b>3.11 Staff areas</b>					
<p><b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> </ul>	<p>Yes</p>	<p>The use of offices has been reviewed and office furniture has been configured to accommodate social distancing. Access to offices will be restricted to those staff who normally work there. Open staff work areas will be reconfigured to support social distancing a passive supervision. Additional staff rooms have been created to support social distancing. Capacity within staff rooms has been reduced to accommodate the Social distancing measures that are in place. Staff to actively socially distance from colleagues and wear face coverings.</p>	<p>L</p>
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<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</b>	H	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <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.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	Yes	<p>Parents informed of situations where the pupil must remain at home. Government advice during third national lockdown is that children whose doctors have confirmed that they remain clinically extremely vulnerable should not attend school.</p> <p>Parents informed of procedure for informing school of pupils who have underlying health issues or those who are shielding so that register of such pupils can be updated regularly.</p> <p>Individual pupil risk assessments completed as appropriate.</p> <p>Risk Assessments completed for SEND/EHCP pupils as appropriate.</p>	M
<b>4.2 Staff with underlying health issues</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues and 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> <li>at increased risk from COVID-19 have individual risk assessments</li> <li>Current government guidance is being applied.</li> </ul>	Yes	<p>Daily update of health status of every member of staff:</p> <ul style="list-style-type: none"> <li>Unwell (non COVID-19 symptoms)</li> <li>Unwell (COVID-19 symptoms)</li> <li>Underlying health issues</li> <li>Shielding</li> </ul> <p>Individual staff risk assessments completed as appropriate.</p> <p>Government guidance is being followed.</p>	M/L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<p><b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b></p>	M	<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> </ul>	Yes	<p>Experienced and suitably qualified staff from the Phoenix Centre, Inclusive Support and pastoral teams support pupils with mental health and wellbeing issues.</p> <p>Pupils' wellbeing is being further support by all staff, who have accessed relevant online training including on bereavement and ACEs. Designated staff are available to support pupils in school and remotely.</p> <p>Communication to all students via email and telephone has provided all pupils who wish to talk to someone about wellbeing/mental health with an outlet, as well signposts to relevant agencies.</p> <p>The Coronavirus website tab contains a number of signposts for parent and pupil wellbeing and mental health support.</p> <p>The reconnect curriculum supports students returning to school and provides relevant self-help resources - Resources/websites to support the mental health of pupils are shared at regular intervals.</p> <p>All pupils have access to online counselling service (Kooth)</p>	L
<b>5.2 Mental health concerns – staff</b>					
<p><b>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</b></p>	M	<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> </ul>	Yes	<p>Staff have access to Qwell</p> <p>Departmental online meetings for all groups of teaching and support staffs</p> <p>Informal WhatsApp social groups encouraged</p> <p>Daily staff bulletins include "success stories"</p> <p>Links to staff welfare support resources</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				Designated SLT support link during holiday breaks.	
<b>Working from home can adversely affect mental health</b>	M	<ul style="list-style-type: none"> <li>• Staff who have been or continue to work 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> <li>• Staff receive an induction prior to returning to school.</li> </ul>	Yes	<p>All staff have completed a "Working from Home Risk Assessment"</p> <p>Staff encouraged to take regular breaks, exercise and to keep in regular contact with work colleagues.</p> <p>Departmental managers oversee work distribution and take account of personal limitations.</p> <p>Staff briefings 12 June and 20 July 2020</p> <p>Access to Qwell</p> <p>Staff have been directed to a new training scheme that has launched to improve wellbeing and mental health support in schools and colleges – "Wellbeing for Education Return Programme" and the Education Support Partnership which provides a free helpline for school staff and targeted support for mental health.</p>	L
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	M	<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> </ul>	Yes	The school has access to trained Bereavement Counsellors and a highly trained and experienced Pastoral Support Team.	M/L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					
<b>Educational provision must still be maintained for priority children if the school cannot fully re-open in September</b>	M	<ul style="list-style-type: none"> <li>Current government guidance is being followed.</li> <li>Liaison will take place 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	The school have liaised with parents who are key workers and parents of vulnerable pupils and has provided the facility for full time attendance every week from 24 March, including Easter and half term and will continue with this provision in accordance with government guidance. Communication with parents to assess the provision required and to encourage attendance of vulnerable pupils to take place daily. Year 7 Key Worker Survey to support Tier 2 planning	L
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	M	<ul style="list-style-type: none"> <li>Fire procedures have 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> </ul>	Yes	Fire evacuation routes and exits have been reviewed to take account of the changed occupation of site. Staff duty rotas include appropriately briefed Fire Marshalls and deputies (in case of absence). Muster points take account of social distancing All pupils trained in fire evacuation first week of Summer term.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	H	<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	See above	L
<b>Fire marshals absent due to self-isolation</b>	M	<ul style="list-style-type: none"> <li>In additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Yes	See above	L
<b>7.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>	M	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Yes	The school has remained open. All regular testing has continued to take place and will continue over the summer holidays e.g: <ul style="list-style-type: none"> <li>Fire and security alarms</li> <li>Legionella testing, including daily flushing of water systems</li> <li>Emergency lighting</li> <li>Maintenance visits – lifts, SEND equipment.</li> </ul>	L
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	M	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Water systems have continued to be maintained throughout, flushing of all areas has been done on a daily basis throughout the week. Certification by a specialist contractor has continued on a monthly basis.</li> </ul>	Yes	See above	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>7.3 Contractors working on the school site</b>					
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	H	<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>Social distancing is being maintained throughout any such works.</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>	Yes	Contractors only allowed on site on production of acceptable Risk Assessments (including COVID19) and RAMS. Contractors briefed on measures in place to protect staff and pupils. Where possible, work to take place after school hours, weekends and holidays if stringent social distancing measures cannot be observed.	L
<b>8. Finance</b>					
<b>8.1 Costs of the school's response to COVID-19</b>					
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>	M	<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>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	All costs associated with COVID19 have been identified, recorded and included in the Monthly Financial Reports presented to Chair of Governors and Governors Finance and Audit Committee. Reports include a forecast of future costs associated with COVID19. Best Value approach to purchasing has been applied in all expenditure relating to COVID19. Additional budget provision created to accommodate increased costs.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>9. Governance</b>					
<b>9.1 Oversight of the governing body</b>					
<p><b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b></p>	<p>H</p>	<ul style="list-style-type: none"> <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 Headteacher’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>	<p>Yes</p>	<p>Governors continue to meet regularly via Zoom online platform. Governing Body agenda normally set for such meetings, adjusted to include regular updates on COVID-19 strategies. Governors fully involved in risk assessment review and decision making regarding measures deployed for pupils safely returning to school. Chair of Governors updated weekly and fully included in decision making. Ratified minutes of Governors meeting available on school website.</p>	<p>L</p>