Blue Coat CE School

Covid-19: Operational Risk Assessment.

Reviewed to secure full reopening from 8th March 2021

Coventry School Partnership:
Covid19 Operational Risk Assessment – Re-opening of Secondary Schools

1. Introduction:

Coventry's Partnership of schools agreed a collaborative and consistent approach to secure the safe re-opening of schools across the City as set out in *'Coventry Schools Covid-19 Re-set and Recovery Plan' May 2020. On 2nd July 2020 guidance for the full reopening of schools to all pupils from September 2020 was published. This was revised on 22nd February 2021:* Schools Coronavirus Operational Guidance February 2021 full re-opening   Guidance-for-full-opening-special-schools-and-other-specialist-settings*These changes are fully reflected in this guidance and risk assessment.*

In preparing and reviewing this guidance, the Local Authority has had regard to advice from both the Health and Safety Executive and Government. It has noted that the Government has made explicit within the guidance those actions that are statutory, those actions that MUST be undertaken (Public Health Advice) and those that are advisory (for consideration if it is reasonably practicable to do so).

It is made clear that Government advice *"does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as an employer you continue to comply with your existing obligations".* Consequently, Health and Safety Legislation continues to take precedence.

This risk assessment guidance:

- Sets out the current context and statutory health and safety obligations as at March 2021
- Reflects the relevant principles set out in Coventry schools Covid-19 Re-set and Recovery Plan.
- Sets the local and national context for conducting a risk assessment to reduce transmission of a disease within school.
- Provides an exemplar risk assessment that can be adopted and adapted to any educational setting.
- Provides a template to record a risk assessment method statement (RAMS) – setting out safe methods of working (control measures), which all staff should read, understand and sign.
- Incorporates hyperlinks to sources of helpful information and resource.

What is the risk?
Covid19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk in re-opening schools, is the potential transmission of Covid19 between members of the school community and consequently the wider community. This risk assessment therefore focuses on actions that are reasonably practicable to implement, that will reduce the risk of transmission of Covid19 as a consequence of re-opening schools to all pupils and staff, recognising that the virus is in general circulation and the risk is significantly lower than in the Spring/early Summer of 2020.

Who is responsible?
The employer is responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable. For maintained schools the employer is Coventry City Council, for Academies it is the Academy Trust. Whilst it is recognised that the employer cannot delegate the overall legal accountability for the health and safety of employees; the day-to-day running of the school including responsibility for the health and safety of staff and pupils is ordinarily delegated to the head teacher and school management team. Reference: https://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm

2. Overview of Actions required for safe methods of working:

- Put in place sensible approaches to minimise the risk of Covid19 transmission to staff, pupils and visitors whilst in school.
- Communicate the risks and required safe methods of working (RAMS) to all building users including parents/carers.
- Ensure that staff (employees) have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed.
- Check that the control measures have been implemented and remain appropriate and effective.
- Ensure that the control measures are monitored throughout the day and reviewed where necessary.

2.1 Key message:
Good health and safety is about keeping things simple, being proportionate and focusing on the real (substantive) risks. Procedures should be clear and concise with assessment of risk being practical. Good leadership is about getting the balance right on managing risk rationally, it is not about trying to eliminate it altogether.

2.2 What leaders need to do:

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding any significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised TU safety representatives/employee representatives and safety committees.
- Consult and engage employees in the development of the risk assessment and ongoing review.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Provide visible leadership to the whole school so that staff feel motivated, supported and empowered to focus on the things that really matter.
  See: https://www.hse.gov.uk/services/education/sensible-leadership/leadership-test.pdf

3. Locally agreed Principles:
'Coventry schools Covid-19 re-set and recovery Plan' May 2020 and revised July 2020

- The safety of everyone in school is paramount.
- A consistent and co-ordinated approach and communication will be maintained across the Coventry school system.
- Adherence to social distancing will be maintained as far as practicably possible in all classroom and school environments.
- Best endeavours will be deployed to minimise the number of contacts staff and pupils have within school and ensure consistency in the groups pupils are placed within and staff teach/support.
- Strong collaboration between primary and secondary schools, regarding transition of year 6 pupils will be established and maintained.
- School organisational planning will minimise the number of pupils that each staff member has contact with.
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4. What we know:

The World Health organisation (WHO) confirms that data from published epidemiology and virologic studies provides evidence that COVID-19 is primarily transmitted directly from symptomatic people (those infected with Covid19 displaying symptoms) to others who are in close contact with the infected person. Respiratory droplets are passed on directly through coughing and sneezing, or indirectly by contact with contaminated objects and surfaces; where the virus may be transferred from the surface to the hand and then the face - eyes, nose or mouth. It is understood that people can be infectious before their illness starts. Therefore, to minimise the risk of transmission, settings must put into place effective infection protection and control. Ensuring appropriate social distancing in school, meticulous hand hygiene practice all serve to reduce risk significantly.

In the UK (December 2020) a new variant has emerged which seems to spread more easily and quickly than other variants that are circulating globally. There is no change in the way the new variant of COVID-19 is transmitted. It is however more efficient at infecting people if stringent hygiene and social distancing are not adhered to; it is therefore essential that school expectations regarding these controls are adhered to at all times.

The balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)

The hierarchy of controls: if properly implemented will substantially reduce the risk of transmission of infection. Local Public Health advice in February 2021, focuses on ensuring enhanced vigilance and compliance with the measures in place, including regular monitoring to ensure they are adhered to; this risk assessment will be reviewed in a timely manner and all controls regularly communicated to stakeholders in a number of ways.

These include:

Exclusion:-
- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, <u>do not attend</u> childcare settings, schools or colleges. Covid19 tests for symptomatic household member/s must confirm the outcome of the Covid-19 test if taken as soon as the results are known.

- Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance should be supported in undertaking a Vulnerable Employee Risk Assessment (VERA) and reasonable adjustments made if necessary , which may include additional protections within the school environment or if possible working from home supporting the delivery of the curriculum for children unable to attend school as a consequence of self-isolation or local lockdown.
- All CV staff will be removed from rarely cover and duties (unless they decline) and issued with medical grade PPE e.g. face masks
- Clinically vulnerable employees who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance should be supported in undertaking a Risk Assessment (RA) and reasonable adjustments made if necessary , which may include additional protections within the school environment or if possible working from home supporting the delivery of the curriculum for children unable to attend school as a consequence of self-isolation or local lockdown.

Hygiene:-
- A stringent cleaning regime should be in place COVID-19: cleaning in non-healthcare settings . At the highest level this could follow the advice set out in: Covid-19-decontamination-in-non-healthcare-settings
- Frequent cleaning and disinfecting of objects and surfaces that are touched regularly (touch points), should be undertaken using standard cleaning products or antiseptic wipes, both of which kill the virus. This may require settings to enhance cleaning capacity. It should be recognised that cleaners and caretakers provide the frontline in protecting everyone in school, but health and safety is everyone's responsibility so cleaning tasks may be undertaken by any member of staff as appropriate.
- Socialising hygiene routines including regular hand-cleaning regimes - washing hands thoroughly for 20 seconds with running water and soap, drying them thoroughly with paper towels or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Identify specific situations when additional handwashing is required.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with follow up handwashing and cleaning/wiping of any contaminated area followed by safe disposal of waste.
- Maximise natural ventilation and access to the external learning environment.

Social Distancing:-
- Secure social distancing and/or minimise the range of contacts an individual pupil and member of staff have whenever practicably possible, through group designation, footfall management and planned supervised movement throughout the school building
- Regulate entry so that the premises do not become overcrowded at any point ensuring no 'pinch points' are experienced at ingress or egress
- Where it is possible to remain 2 metres apart, continue to use floor markings/signage to mark the distance and facilitate compliance, particularly in corridors, hand cleaning areas, toilets and internal and external communal break areas. Primary age children and those with cognitive functioning that makes social distancing difficult, can socialise with children within their designated group (bubble)
- Ensure the environment (such as classroom layout) and timetables are conducive with social distancing – remove all clutter and non-essential resources. Desks/tables where practicably possible should be forward facing – pupils should void facing each other or sitting side by side.
- Minimise social contact by forming fixed groups of staff and children and avoiding movement between or blending of groups whenever possible. This may be a whole class group or if that is not possible e.g. secondary a whole year group. It is accepted that staff may have to deliver to more than one group, which is permissible, but contacts should be minimised and social distancing adhered to when possible.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less whenever possible, contact should be side by side.
- Social distancing is not required in an emergency situation, e.g. medical emergency, fire evacuation etc. PPE should be used in a medical emergency if time permits (a first aid supply of PPE has been provided to all schools to secure an individual emergency situation, for example a sudden illness that may be Covid19 symptomatic of a child or staff member in school).

Lateral Flow Testing:-

- Take active steps to identify asymptomatic cases within the school community, through the promotions of regular (at least weekly) community or on-site lateral flow testing for all staff and pupils year 7 and above, adhering to the Mass asymptomatic testing: schools and colleges safe operating procedures if based in school.

5. **Summary:**

These underlying principles are the key focus for organising all aspects of the school day and need to be built into the operational routine. A model Covid19 operational risk assessment was developed for City-wide use, which is pre-populated with generic safe

methods of working. It was advised that if adopted, it would need to be adapted to each specific setting. The risk assessment template has been reviewed to reflect the changes in risk and necessary controls from September 2020 when all pupils return to school on a full-time basis, the Lockdown of January 2021 and the full reopening from 8th MARCH 2021. In addition to infection control, the risk assessment template and supporting resources extends to support additional health and safety considerations related to the consequences of Covid19 specifically:

- Securing provision for SEN – from September 2020 the provisions in a child's Education, Health and Care Plan must be delivered. This means that peripatetic support teachers and health therapists will be able to work within schools, by adhering to the schools visitors' policy thereby balancing the risk of allowing external visitors into school with the duty of best endeavours to provide (school may adopt the LAs model policy for visiting professionals).
- Health and safety audit of the school building checklist – for use by class teachers (HSE) to ensure that the overall building is safe to use in terms of trips, falls, lighting, electricity hazards etc.
- Staff audit and recovery plans for absence of leadership, teachers, non-teaching staff, cleaners, first-aiders and DSL and response to local lockdown.
- Maintaining communications with parents, staff, visitors and the general public.
- Supporting the mental health and well-being of everyone in school.
- Developing a recovery curriculum.
- Developing a contingency plan to secure flexible support for home schooling, if a need arises as a consequence of group isolation; whole school isolation or local lockdown.

6. Overview of Statutory Requirements - What you must do in law:

Source: Guidance-for-full-opening-special-schools-and-other-specialist-settings)

Prevention:
You **must** always:-
1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2) Ensure face coverings are used in recommended circumstances.
3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
7) Keep occupied spaces well ventilated.

In specific circumstances:
8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9) Promote and engage in asymptomatic testing, where available.

Response to any infection
You must always:
10) Promote and engage with the NHS Test and Trace process.
11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the
school community.
12) Contain any outbreak by following local health protection team advice

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7. Resources and references:

Schools Coronavirus Operational Guidance February 2021 full re-opening	Coronavirus (COVID-19): implementing protective measures in education and childcare settings
Guidance-for-full-opening-special-schools-and-other-specialist-settings	Free-school-meals-guidance
Actions-for-schools-during-the-coronavirus-outbreak/annex-a-health-and-safety-risk-assessment	Face-coverings-in-education
Mass asymptomatic testing: schools and colleges	Coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries
Air conditioning and ventilation during the coronavirus outbreak	Coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges
COVID-19: cleaning of non-healthcare settings	What-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak
keeping children safe in education	
letters-to-clinically-extremely-vulnerable-people	Health and safety risk checklist for classrooms

Covid-19-advice-for-pregnant-employee COVID-19: cleaning in non-healthcare settings	E-bug posters

Blue Coat CE School COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment has been undertaken in conjunction with the covering guidance which absorbs statutory requirements and Government guidance available as at February 2021. Control measures have been used to exemplify actions that could be taken to mitigate the risk.

Assessment conducted by:	Vicki Shelley Ben Tranter	Job title:	Headteacher Site Manager	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	01/03/2021	Review interval:	On day of school opening then weekly / gov updates	Date of next review:	September 2020 and continuous review thereafter.

Risk matrix

Risk rating High (H), Medium (M), Low (L)	Likelihood of occurrence		
	High (very likely)	Medium (possible)	Low (remote)

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)
1. Establishing a gradual and safe approach for pupils and staff to return to school:					
1.1 Establishing if the building is safe following an extended closure					
Health and safety risk assessments have not been reviewed. The health and safety audit is overdue		- Health and safety audit conducted by nominated staff and Governor - The school and all employees are instructed to follow Public Health, DfE, NHS, and HSE advice; the school will update this risk assessment should any updated advice supersede it. - Classroom audits undertaken using the HSE <u>Health and safety risk checklist for classrooms</u> - Risk assessments are updated or undertaken before the school reopens, mitigation strategies are put into place and communicated to staff with appropriate training covering: - Different areas of the school - Procedures for when pupils and staff enter and leave school - Planned movement around the school during lesson, break and lunch times - Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used	Yes	- Meetings with the JCC with Headteacher and Deputy; meetings with Headteacher and Site Manager Ben Tranter; meeting with the Health and Safety Governor Mike Draper; meeting with HSSE consultant; meeting with FM consultant; meeting with Jane Durkin Trust Head of Operations; meetings with the Health and Safety Reps and site walks. - All designated classrooms to be audited before opening. - Staggered start (due to bus times and walking) and staggered departures. - Staggered breaks and lunches and one way system in place around the site. - Enhanced cleaning for practical areas in place; students taught in zoned spaces and Year groups.	
Statutory compliance has not been completed due to the availability of contractors during lockdown		- All statutory compliance is up to date. - School has been open throughout lockdown and all testing regimes (fire, school bells, door swipes, flushing) have been maintained	Yes	• All compliance up to date through site manager.	
1.2 First Aid/Designated Safeguarding Leads					

The lack of availability of designated First Aiders and Designated Safeguarding Leads are at risk.		- There are sufficient number of first aiders on the premises - There are sufficient number of first aid boxes available on site with contents being checked regularly. - A programme for training additional staff is in place, using online training. - Consideration has been given to increasing DSL capacity to respond to respond to any increase in safeguarding and welfare concerns arising during the Covid-19 school closure and holiday period. - Ensure any guidance issued re safeguarding is followed – safeguarding addendum in place.	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	- Several staff first aid trained in addition to a full time first-aider. - Dedicated First Aider on site for COVID-19 symptoms. - PPE stock in school and renewed as required. - Theatre dressing room/toilet has been allocated as an isolation room for pupils who develop suspected COVID-19 symptoms. - Additional members of SLT completed online training at Level 3 via the LA July 2020. - Several senior staff are able to perform the duty of DSL and now trained to Level 3 including KAR, VSH, KRO, NPH, JDA, ATO, ADE. - First aiders will be given the following advice: - Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. - Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999 - If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression-only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast. - Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. - Personal protective equipment (PPE) (e.g. FFP3 or N95 face mask, disposable gloves, eye protection) should be worn - After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. - Lidded bins will be provided for the disposal of first aid waste, these will be signed appropriately and emptied at the end of the day.	
Safeguarding risks occurring by not accounting for children who should be in school		- Clear communication with parents around expectations of children returning to school in September. - Standard first day calling and attendance procedures in place where concerns arise.	Yes Yes	- Register training included in the Staff Guidance Booklet issued to all staff prior to opening. Registers to be taken on SIMs promptly at the start of lessons (not on ClassCharts due to staggered timing). - Students expected in school who do not arrive will be followed up through first day calling protocol and standard procedures applied. - Support for attendance concerns provided by LA Attendance officer.	

2. Securing safe teaching spaces to accommodate all pupils returning to school

2.1 Organisation of teaching spaces and communal areas

Classroom sizes will not allow adequate social distancing		■ Classroom sizes revert to previous levels (c.30 and less in practical subjects) in recognition of Government advice that children are not at significant risk. ■ Timetables and staffing model determined to secure curriculum delivery for classes ■ Classrooms are re-modelled, with chairs and desks facing front of the class wherever possible. Any surplus furniture including 'spare' chairs are removed if possible and area de-cluttered ■ Clear age appropriate signage displayed in classrooms promoting social distancing see: E-bug posters ■ Ensure year groups stay together consistently and do not mix or blend with other groups ■ Students to wear face masks in lessons where 2m social distancing cannot be adhered to (to be reviewed Easter 2021)	Yes Yes Yes Yes Yes	• Vertical tutoring replaced with year group system within House system (1675 students) • Year groups zoned in allocated buildings across the school site: • Post 16 - Z1, Z2, S2, S3, S4, H10, H11, H12, H13,H14. • Year 7 Gorton, mainly G1, G3, G4, G5, G8 (Wheel Chair user requires ground floor). • Year 8 Gorton mainly G9, G10, G11, G12, G15. • Year 9 Welby mainly W1-W9. • Year 10 – Theatre (2 x WC user requires ground floor). • Year 11 Welby mainly W10-W18. • Teachers move to students to minimise mixing with the exception of practical subjects. • One way system in place across the site with appropriate signage on walls and floor both internally and externally. • Staggered breaks/lunches in zoned areas/staggered dismissal. • Where appropriate an indicative 2m teaching area for the teacher across the front of whiteboard/smartboard/TV has been marked on the floor in front of the whiteboards of the occupied rooms • Stationary equipment not to be shared and lessons to be planned so that interactive whiteboards or other forms of teaching can be used that do not require any equipment that a pupil is not reasonably expected to own. • CLEAPSS guidance to be implemented and followed in practical lessons. • Staff will promote the key messages constantly. • PE team sports are permitted as of 14/09/20 within year group bubbles, along with minimal use of equipment to reduce sanitisation time. • All staff (including cover and supply) will follow the set seating plans with students are seated in alphabetical order according to Houses in all classes as agreed by HODs. This will reduce close-contacts of positive cases.	
Large spaces that need to be used as classrooms		■ Set group size limit for large spaces (e.g. hall, sports hall, dining hall) that match teaching group size.. ■ Large gatherings of pupils and/or staff are prohibited, compliance is supported by signage, training and monitoring ■ Design layout and arrangements in place to enable social distancing. ■ Students to wear face masks in lessons (with the exception of PE) where 2m social distancing cannot be adhered to (to be reviewed Easter 2021)	Yes	• Staggered breaks/lunches/allocation reduces student numbers in the canteen; pre-order and collection services in place. • 2m area for teacher indicated • Assemblies only per year group and only if absolutely required. • PE to take place outside focusing on individual sports where possible and minimising use of equipment – enhanced cleaning in place where equipment is required.	

Staff rooms and offices do not allow for observation of social distancing guidelines		■ Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.
		     • Staff are discouraged from congregating in communal spaces and are encouraged to eat observing social distance alone or with their designated team
		     • Staff to keep within department teams wherever possible.
			Yes
			
			 Yes
				• Perspex shields in place in reception
				 • Student and visitor reception now separate
				 • Staff visitors should go via the reception desk and maintain a 1m+ distance - staff to use hand sanitizer before and after using photocopiers
				 • Only 1 member of staff in any office that cannot reasonably fit 2 people 1 metres +apart, any other office ensure it is possible to maintain 1m+ distances when working or discussing
				 • Staff numbers limited in the staffroom with clear signage displayed upon furniture to enable social distancing; staggered breaks and lunches in place to reduce pressure on space.
				 • Reallocation of office space to support larger departments e.g. Science	

- Where staff office layouts are unable to be changed, dividers have been installed to segregate staff when working in offices for prolonged periods
- Staff have been advised staff break rooms are to be used for food and drink prep only or accessing essential equipment.
- Main staff break room in B8 the chairs have been returned to room and relevant chairs demarked with hazard tape to indicate non-use.
- Cups to be washed and kept in cupboards, within staffroom the dishwasher to be used and tea towels removed and replaced with paper towels. Where possible, staff to bring own cup/mug/flask and be responsible for it to minimise infection possibility.
- Sanitising wipes have been provided in staff kitchens to sanitise equipment after use i.e. kettles, microwaves etc.
- Visitors should not be offered a drink with the exception of water supplied in a disposable cup.
- Washing up liquid to be provided in the staff room
- Office staff are allocated their own workstation; no hot-desking. If equipment e.g. a phone, keyboard, mouse and printers are to be shared then a cleaning routine must be followed.
- Tools and equipment that are shared will be cleaned regularly
- Staff keep to the 2m social distancing wherever possible and avoid any unnecessary social contact with each other and the students, including in circulation spaces and around key items of machinery i.e. photocopiers. Where this is not possible, the following further measures will be taken:
  - The exposure time of staff located within the 2m distance will be kept as brief as possible
  - The number of staff involved in these tasks will be minimised
  - Staff to work side by side or facing away from others, rather than face to face. Where face to face working is essential, this is kept to 15 minutes or less where possible at a distance of 2m
  - Staff should minimize the time they are closer than 2 metres from someone and always maintain 1m + and for no longer than 15 minutes (this includes accumulated time over the course of a day)
  - All students issued with two Blue Coat face masks that are washable
  - All staff issued with a face visor and face mask
  - All staff, students and visitors (except those whom are exempt) should wear their PPE (face masks and visor if so desired) whilst in buildings, corridors, around site, during lesson changeover, start and end of the day, on public transport and in classrooms where 2m social distancing cannot be maintained
  - Face-to-face communications with staff will be kept to a minimum with all meetings taking place remotely wherever possible; corridor and office conversations must adhere to social distancing expectations.
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School kitchens may not be able to serve whole school return		▪ Government advice confirms that school kitchens can continue to operate, the kitchen will comply with guidance for food businesses on coronavirus (COVID-19)		• Only KS3 able to access the canteen during the day for drop in food • KS4 access the canteen offer via a pre-order service and drop off by the canteen staff at dedicated zoned areas • Canteen cleaned thoroughly with bleach in between year group usage • Hand sanitiser available at loading machines and biometric system wiped down with anti-bacteria wipes after every individual usage by canteen staff. • Staff not to use the canteen – to bring their own lunch to school	
Physical activity in school		▪ Pupils to be kept in consistent year groups ▪ Sports equipment to be thoroughly cleaned in between each use by a different year group ▪ Avoid contact sports ▪ Where possible outdoor sports will be prioritised and large indoor spaces used when necessary, maximising distancing between pupils and adhering to stringent cleaning and hygiene ▪ External facilities are used in accordance with Government guidance ▪ guidance on the phased return of sport and recreation and Sport England Include activities such as active miles and active travel to promote social distancing exercise ▪ Face masks are not required in PE lessons although students should wear them when changing as is current practice.		• Football/basketball will be allowed on a year group basis with hand sanitiser used before and after sessions and physical contact avoided • Only Year based sports groups can run after school	
Securing good ventilation of occupied spaces results in areas being too cold to work in comfortably		To balance the need for increased ventilation whilst maintaining a comfortable temperature, the following measures should be used as appropriate (as advised by the Health and Safety Executive (HSE) see guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice): ▪ opening high level windows in preference to low level to reduce draughts. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks (for examples, between classes, during break and lunch, when a room is unused) to purge the air in the space). ▪ Opening internal doors can also assist with creating a throughput of air ▪ Opening external doors may be considered (where safe to do so) ▪ Flexibility on school uniform will be allowed to enable pupils to wear additional, suitable indoor clothing. For more information see School uniform policy ▪ Where possible furniture will be arranged to avoid direct drafts ▪ mechanical ventilation systems should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) ▪ **Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces** ▪	Yes Yes Yes Yes Yes Yes	• All classroom doors wedged open • Internal doors e.g. Welby wedged open • Amendment to the uniform policy regarding additional plan sweatshirt which can be worn if cold.	
2.2 Availability of staff and class sizes					
The number of staff who are		▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.	Yes	• Staffing records are maintained and up to date and LHE completing daily return to the Dfe – all staff made aware in first day training	

available is insufficient to safely teach classes in school, operate effective home learning schemes and safeguard children not in school		▪ Any staff member who is identified as clinically extremely vulnerable is strongly advised by the NHS to stay at home and cannot be allowed in school for their own protection	Yes	• All BAME staff have completed an individual risk assessment with a member of SLT which will be reviewed in September	
		▪ Staff members who are clinically vulnerable can work in school if it is not possible to work from home but must adhere to Covid-19 safety measures for their protection and the protection of others as set out in their risk assessment	Yes	• VERAS completed by members of SLT	
			Yes	• Vulnerable people to received RAs by SLT.	
		▪ Staff at 28+ weeks pregnant should work from home until the guidance is reviewed on March 31st 2021	Yes	• Staff regularly updated with regard to what symptoms to look out for through daily update – LHE to continue to record and monitor any testing	
		▪ Staff are aware of the current symptom checker for Covid-19, including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend school if they or a household member is symptomatic	Yes	• Pastoral team/Safeguarding email address on website, bulletins and shared with staff – see Addendum to COVID-19 Safeguarding Policy	
		▪ All staff are aware of the testing procedure and know that they are required to report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset.	Yes	• Pastoral staff to liaise with outside agencies in relation to all pupils and their safeguarding needs. •	
		▪ Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.	Yes		
		▪ Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required	Yes		
		▪ If classes in school cannot be delivered because is staffing capacity is depleted a blended model of home learning and attendance at school will be utilised temporarily, until staffing levels improve. Any temporary change in provision for vulnerable or critical worker children will be risk assessed against safeguarding criteria in consultation with partners, with a clear plan of return.	Yes		
		▪ An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity	Yes		
2.3 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing		▪ Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff	Yes	• Already in place, staff are aware to contact LHE and VSH with regard to the test and inform of outcome. LHE monitors staffing and updates HT and HR Manager of any staff illness or cause for concern.	
		▪ Staff share the outcome of the test with their employer		• Parents informed via letters and as part of full student return in September. Information published on the school website and promoted to parents.	
		▪ All staff are aware of the testing procedure and report their illness or the illness of a household member immediately to enable testing to take place within 3 days of onset.		• COVID-19 Home test kits have been provided by the DfE. The kits are provided to improve access to testing for pupils/ teachers or support staff who:	
		▪ The school, staff and parents engage with the Test and Trace processes			
		▪ All staff, visitors and contractors are to sign in using school inventory system which supports the Test and Trace process.		Have **developed symptoms while at school** or your FE provider, and	
		▪ A separate risk assessment is in place for asymptomatic on-site LFT testing		You believe they may have **barriers** to accessing a test **elsewhere**	
				You believe that if you sent the individual home without a kit, they would **not** receive a test at all.	
				If the individual is under 18 the test kit should be given to a parent or guardian.	

Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		▪ Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and ensure anyone developing these symptoms during the school day is safely sent home and instructed to arrange a Covid-19 test. Any household members within school will be sent home to self-isolate for 10 days or until the test result is known and is negative ▪ Engage with the NHS Test and Trace process ▪ Contain any outbreak by following local public health protection advice contact: Public Health England health protection team ▪ Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. ▪ Robust collection and monitoring of absence data, including tracking return to school dates, is in place ▪ Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes safe isolation procedures, departure and cleaning. ▪ A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Public health advice is followed.symptoms	Yes Yes Yes Yes Yes	• Parents informed via letters and as part of full student return in September. Information published on the school website and promoted to parents. • First Day calling to follow up alongside pastoral team for any non-attenders • SIMS in place to track attendance and recorded by JCU • PPE is available and the Theatre dressing room/toilet has been designated for suspected COVID-19 isolation. Suitable lidded disposal bins are in place and all procedures have been explained to staff and will be in the staff guidance issued. The room to be deep cleaned if a case is suspected • Any incidents of confirmed Coronavirus to be reported to the LA and PHE in line with guidance issued by Coventry LA. • Non-contact thermometers are available should a child feel ill to check their temperature	
Lateral Flow Tests are not used routinely by the school community resulting in a continuing unknown number of asymptomatic pupils and staff in school		▪ The positive benefits of wide take-up of regular LFT to the health and safety of everyone within both the school and wider community is understood and promoted ▪ All staff understand their entitlement to access regular lateral flow community or school-based testing; are informed of the advantages and positive impact it has on identifying asymptomatic cases and are encouraged and enabled to participate in regular LFT screening ▪ The school have secure processes in place to receive delivery of LFT tests and secure safe storage and distribution for staff usage	Yes Yes Yes Yes	• Communications with all stakeholders regularly through email, letters and website, bulletin, newsletter. • CPD video on how to take a test in the test centre available to all stakeholders • Consent requested and is currently at 90% • Test Centre staff have provided training to staff in the school regarding test processing • Tests will be recorded via a Microsoft form for students and staff	

		▪ The school has read and understood the national SOP in securing internal LFT systems and procedures that are understood by all participating staff	Yes	
		▪ Staff understand that they must report a positive LFT result to their manager & immediately self-isolate		
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		▪ 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 induction process and systems are in place to validate understanding ▪ Any updates or changes to this guidance are communicated in a timely and effective way to all staff and partners	Yes	• Share symptoms on COVID-19 section of the school website • Parents to be informed on actions to take and how this will be implemented in school. • Staff to be informed through daily briefing and in guidance issued • On day of return to school pupils and parents will be informed by SLT in the morning session • Expectations outlined on the first day back to students by SLT. • If a member of staff displays symptoms, they will report to the SLT member on site via reception or radio and leave the site as soon as possible. • A child displaying symptoms will be isolated within school as soon as possible in the Theatre dressing room. Parents/carers will be contacted and asked to collect their child as a matter of urgency. First Aider on the rota to supervise wearing PPE • Additional room to be allocated if more than one pupil displays symptoms.
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		▪ 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.	Yes Yes	• Parents regularly informed with a specific area on the website, updated through weekly bulletins and communications • Staff informed daily and through guidance • If there is a confirmed case of COVID-19 all those in close contact will be advised to self-isolate for 10 days as per government guidelines. The LA and PHE will be informed. • If there appear to be multiple examples of individuals displaying symptoms/confirmed cases we contact the West Midlands Health Protection team, PHE and LA for a rapid risk assessment and follow their advice.
Staff, pupils and parents are not aware or are not compliant with self-isolation requirements		▪ Consistent and repetitive reinforcement of the need for pupils and staff to stay home of they are unwell, reminding them that early onset symptoms can be complex ▪ Consistent and repetitive reinforcement supported by high vigilance of the requirement to self-isolate at home for 10 clear days if identified as a close contact of a positive Covid-19 case. This includes household members ▪ Reinforce the new requirement to self-isolate for travel reasons should that occur		• Contact home and with the local PCSO where self-isolation has not been complied with. • Students informed by tutor PowerPoint • Parents informed by letter.

3 Preventative measures to reduce risk of transmission through breaches of social distancing or good hygiene

3.1 Staff induction and CPD

Staff are not trained in new procedures, leading to risks to health		A virtual induction and CPD programme is delivered to all staff prior to reopening, which includes:
		▪ Infection control
		▪ Fire safety and evacuation procedures
		▪ Constructive behaviour management
		▪ Safeguarding
		▪ Risk management
			TBC	• Plans shared with staff via Microsoft teams sessions, feedback through dept meetings and share paperwork via email prior to September and March opening, summarised in guidance notes to include:
				  o Infection control Posters around school, ventilation priority, and lidded bins all in place in year areas of use.
				  o Fire Safety and evacuation – current procedures are valid see updated guidance
				  o Behaviour Management Behaviour rules to be created explained to students when they return, enforcing no hands on policy. Specific risk assessment and

				agreements in place for identified children. Addendum to the policy to ensure any child putting others at risk of infection through their behaviour is asked to alter their behaviour or remain at home o Safeguarding – updated policy available o Risk Management - Risk concerns to be reported to SLT so that this can be rectified or reviewed. Risk assessment to be shared with staff when agreed by governors and union reps.	
New staff are not aware of policies and procedures prior to starting at the school when it reopens		▪ Induction programmes are in place for all new staff – either online or in-school – prior to them starting. ▪ The revised staff handbook is issued to all new staff prior to them starting.	Yes Yes	• When new staff start school, they will receive the updated staff handbook, and an induction meeting as part of the programme in place organised by CTA. • NQTs who started on the 1st July have been inducted fully and a programme is in place. • All staff emailed updated Staff Handbook Sept 1st • All training pre-recorded on the Sharepoibnt portal for future use	
3.2 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		▪ Communications strategies for the following groups are in place: ▪ Staff ▪ Pupils ▪ Parents ▪ Governors/Trustees ▪ Local authority ▪ Professional associations including Trade Unions ▪ Other partners including peripatetic staff and health professionals ▪ Trust Heads and leaders to work together to ensure consistency and compliance with all guidance ▪ All documentation to be shared electronically as soon as it is ready ▪ Trust schools to seek input from staff to ensure all risk is minimised	Yes	• All staff receive regular updates with virtual staff meetings via Teams to outline guidance and virtual training; regular CVID update emailed to staff with changes required e.g. to systems, procedures or risk assessment • Pupils and parents contacted via School Comms, class charts bulletins, text and updates to website • Governors to ratify the risk assessment remotely • LA informed of any changes not expected • Communication with the unions via JCC • Communications with other professionals via designated SLT staff in school • All documentation shared with IET • All staff to report any operational concerns to the SLT on site as soon as possible and in writing via email to the Headteacher the same day	
A failure to comply and/or sustain Covid compliance at all levels of school life, leads to school transmission outbreaks		▪ Strong distributed leadership across the school will model and challenge breaches in compliance through education, training and behavioural expectations ▪ Repetitive training and messaging will culturally embed safe practice and high expectations, reinforcing both the health consequences of transmission and the impact on learning ▪ Staff will feel confident in reporting issues/incidents that they believe to be unsafe and concerns will be listened to, investigated and where appropriate learning implemented ▪ Following a Covid-19 positive incident in school, staff will reflect on lessons learned as part of a drive for continuous improvement	Yes Yes Yes Yes	• Training with staff and circulation of the summary of the RA • Tutor time used to remind students of expectations • Whole staff briefing • Staff encouraged to challenge one another • Regular reminders to all stakeholders of controls in place • Learning from positive cases shared with staff group and stakeholders	
There is a lack of clarity and understanding in maintaining social distancing and good hygiene		▪ Clear signage is in place at all school entrances, reception, toilets, washing, teaching, social and communal areas promoting social distancing, good handwashing and 'catch it bin it' rules. ▪ Declutter all other signage around the school to ensure COVID information stands out ▪ Clear floor markings identify 1m+ spaces and one-way systems in corridors and thoroughfares to ensure safe distancing when travelling in and around the building or the external environment, including arrival and leaving procedures.	Yes Yes Yes	• Students will be advised not to use public transport wherever possible although the special buses will still run. It is advised to walk/cycle/use private car. • All staff will model compliance and challenge non-compliance recording this on Class Chats for students • Pastoral staff will actively monitor non-compliance, issue sanctions including written warnings to parents/students with a graduated response up to and including fixed term exclusion in line with Dfe guidelines	

		▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day.
		▪ Handshake will be stopped when greeting others.
			Yes
			
			Yes
				• Staff have been instructed wherever possible to travel to work alone using their own transport, on foot or by bicycle if possible, as an alternative to public transport
				• If staff have no option but to share transport, they have been instructed to:
				   o Share journeys with the same individuals and with the minimum number of people at any one time
				   o Ensure good ventilation (i.e. keeping the windows open) and facing away from each other
				   o Clean the vehicle regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces
				• Signage printed and positioned around school in preparation for the opening.
				• Class room doors to remain wedged open and doors display signage supporting fire procedures
				• One way system around the site and students directed to walk on the left.
				• 1m+ marking to be drawn on the outside areas outside Hall, Theatre, Bardsley, Gates.	

Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		▪ As part of the overall communications strategy referenced in parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. ▪ A COVID-19 section on the school website is created and updated. ▪ Parent and pupil handbooks/information leaflets are created, including photographs on actual implemented measures on the school site. ▪ All resources translated into school community languages	Yes Yes No	• Inform parents via website, text and e mail • VSH to update JCU/CBA regarding COVID Section of the website • Letter sent to parents of all pupils on site with clear guidance and expectations •	
Parents and carers may not fully understand their responsibilities should a member of their household or a child show symptoms of COVID-19		▪ Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. ▪ Parents are enabled to understand that they should not send their child to school if they are ill, for whatever reason	Yes	• Key messages in line with government guidance are reinforced if and when necessary on a weekly basis via email, text, Twitter, Teams, Bulletins and the website. • Parents reminded that pupils must not be sent into school if they, another member of their household or someone they have been in contact with have symptoms or diagnosis of COVID-19	

4 Planning movement around the school

Movement around the school risks breaching social distancing guidelines		Circulation plans have been reviewed and revised. One-way systems are in place where possible. Corridors are divided where feasible. 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 utilising any external learning environment that is available Pupils are regularly briefed regarding observing social distancing guidance. Appropriate levels of supervision and guidance are in place Staff, pupils, visitors and contractors will be requested to tie long hair back and to remove hand and wrist jewellery where possible. Staff are requested to wear appropriate clothing (clothes appropriate for business/work and no items of clothes where they are more prone to making contact with items/people such as ties, scarfs, tassels, etc.)	Yes Yes No Yes Yes Yes Yes Yes Yes Yes	•Children will stay in buildings in Year groups and only move to practical areas on a minimal basis. •Zoned lunchtime and break times areas and toilets •One way clockwise system in place during the day at lesson changeover. •Movement around the school significantly reduced •Mixed Withdrawal/01 will cease and Withdrawal support will operate from the Huts •Signage in place throughout •Staff and children and parents advised of all changes and regularly reminded •Students and staff to walk on the left •Children to enter and exit through the main gates as normal with staggered starts due to the buses and staggered departures **AM** 3 Arrival At BlueCoat 0812, 0824, 0836 (Towards Binley) 0813, 0825, 0837 (Towards City Centre) 52 Arrival At BlueCoat 0835 **PM** 3/3S Departure BlueCoat 1510,1522,1535 (Towards Binley) 1525 (23), 1525(23S), 1537(23) Towards City Centre 52 Departure BlueCoat 1520	
4.1 Management of social distancing in the r**eception area**					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		No visitors are allowed on the premises without a pre-arranged appointment (If a visit can be arranged out of school hours, it should A record of all visitors and their contact numbers are obtained and retained for the purposes of Test and Trace procedures Any visitors are provided with clear guidelines on behaviours whilst on premises – ideally sent electronically in advance of the visit Non-contact signing in arrangements are in place that do not require writing or electronic entry by the visitor Wherever possible, meetings are held electronically or offsite. Meeting attendees sit / stand at least two metres apart from each other, meeting rooms will be well ventilated / windows opened to allow fresh air circulation and if possible, meetings will be held in open areas. Social distancing points are clearly set out using floor markings, Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. Visitors are required to wear face coverings in all public areas unless they have a medical exception and arrangements can be put into place to mitigate any additional risk	Yes Yes Yes Yes Yes Yes Yes Yes	• Staff and children and parents advised of all changes • Parents are not allowed on site unless invited • Parents who wish to speak to office staff will need to arrange an appointment and then to remain behind the 2 m marked area and wear a mask in the meeting. • Hand sanitiser stations set up at the Theatre, Reception, Hall, Bardsley, Sixth Form and teaching rooms (Contain signage, gloves, tissues, sanitiser, lidded bin, table) • Posters will be displayed reminding any visitors to keep their distance. • Any visitors on site for maintenance etc must be prior appointment and sign that they have read and accepted the rules and leave contact details for track and trace • Deliveries to school kept outside of school time and all drivers reminded of need to socially distance • IT office door has been converted to a stable door operation to enforce social distancing and protect staff within confined space • Spare masks held in reception for visitors who arrive without one.	
4.2 Management of Aggress and Egress – arrival and departure					

The start and end of the school day create risks of breaching social distancing guidelines		▪ Staff, visitors and contractors are asked to enter the school via the main entrance at reception, use an alcohol gel on arrival, and sign in using their own pen/or by the receptionist. Electronic signing in systems will not be in use. ▪ Staff should only park vehicles in the bays provided. ▪ Parents have clear information on drop-off, pick up procedures whether on foot or driving with clear signage in place ▪ Start and departure times are staggered to reduce pinch points and risk of breach if this is possible without reducing the overall teaching time for students. ▪ A clear traffic management scheme is in place that allows safe queuing of vehicles monitored on the school gate with a drop-off and go procedure in place ▪ All available safe exits are utilised to leave the school building, with clear safeguarding procedures in place to ensure children are handed over to their parents ▪ Segregation of groups is considered wherever practicable ▪ Floor markings are visible where it is necessary to manage any queuing.	Yes Yes Yes Yes Yes Yes Yes Yes	• The student bike racks are foreseen as pinch point and problem area. Therefore signage and floor markings will be implemented and behaviour expectations given to students for when using area. • Students should only use bike racks provided for storage of bikes/scooters • Parents will be informed of their start and end times of the day and asked to strictly observe them. • Students encouraged to walk/ride/private car to and from school • Latecomers will have to enter school via main reception and if after the gates have been locked will need to buzz in to request the gate to be opened. Parents will not be allowed on site. • Staggered start and finish times, each year group to be staggered by 5 minutes • Front gate and bottom playground uses to enter/exit the site • SLT to man the front gate with floor markings and the turning circle and footpaths regarding social distancing • Signs outside school gates to remind parents of social distancing HOWEVER it is not the school responsibility to monitor the pavements. • Parents of each group will be given clear instructions to drop students off away from the school gates to avoid congestion and not in the turning circle • Parents will not be allowed on site without an appointment • Social distancing will be marked out, year group queues for buses, staggered start and finish times and one-way system • Students will not be allowed on/off site during the day e.g. to go to the shop	
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		▪ Start and finish times are staggered. ▪ The use of available entrances and exits is maximised. ▪ Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. ▪ Weekly messages to parents stress the need for social distancing at arrival and departure times.	Yes Yes Yes Yes	• Staggered start and finish times by approx. 5 minutes • Staff to dismiss students to exit point in 5 minute intervals • Children to exit school and not congregate in the front car park or outside the school gates • Signs outside school gates to remind parents of social distancing HOWEVER it is not the school responsibility to monitor the pavements. Signage in place. • Parents will not be allowed on site except for collection of poorly child. • Students waiting for buses will do so in Year group areas. • P16 students are permitted as of 14/09/20 to enter and exit the school site during the day. P16 student are to only attend site for lesson periods only and must sanitise on entry and exit of school site.	
Pupils use public transport and thereby increase risk of infection and transmission		▪ Public transport is defined as transport used by the general public. If children use a public bus to come to school thy will have to wear a face covering if they are over the age of 11. ▪ Staff using public transport must ensure that they safely remove their face covering on arrival at school and store it safely and hygienically in a sealed plastic bag or container – staff are advised to carry a spare face covering. ▪ School transport commissioned by the LA (excluding the use of public buses via a bus pass) are not available to the general public and therefore risk is reduced by the controls deployed by the LA and provider risk assessments	**Yes**	• **S**tudents lined up in Year groups supervised by SLT at the end of the day for the buses. • Students loaded onto available buses in Year group order – KS3 downstairs and KS4/5 upstairs • Parents contacted by letter/email to encourage to walk, cycle or use private transport. • 8 Cycle racks bid for as part of attempt to increase usage.	

		▪ Parents and children will be discouraged for using public transport if there is another practical mode of getting to school including, walking, cycling (if safe) or family car. ▪ Personal budgets will be promoted to families entitled to free home to school transport by the LA and the school to minimise risk and secure capacity for families that need dedicated transport the most ▪		

4.3 Consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination as far as is reasonably practicable

Formulating group sizes to minimise contacts and mixing whilst delivering a broad and balanced curriculum		▪ Group pupils together to reduce as far as possible the number of contacts between children and staff, to a size that balances the requirement to deliver a broad and balanced curriculum. The maximum group size is one year group. The ideal group size is one class group ▪ Maintain as far as possible the consistency of group members. ▪ Avoid contact between groups as far as possible ▪ Staff to maintain distance from pupils and other staff as much as possible ▪ Children should only be placed in larger groups if they are able to observe social distancing otherwise, they must be placed in a class group. ▪ limit interaction, sharing of rooms and social spaces between groups as much as possible. ▪ younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. ▪ where possible children may spend the majority of their time in their class groups, but will be allowed to mix into wider groups for specialist teaching, wraparound care and transport, ▪ All teachers and other staff can operate across different classes and year groups if that is needed to enable a full educational offer. ▪ If staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. ▪ Face to face contact will be avoided if possible and the time spent in close contact (within 1 metre of anyone) will be minimised ▪ The provision for a child with complex needs who require close contact care can be delivered as normal ▪		• Vertical tutoring replaced with year group system within House system • Year groups zoned in allocated buildings across the school site: • Post 16 - Z1, Z2, S2, S3, S4, H10, H11, H12, H13,H14. • Year 7 Gorton, mainly G1, G3, G4, G5, G8 (Wheel Chair user requires ground floor). • Year 8 Gorton mainly G9, G10, G11, G12, G15. • Year 9 Welby mainly W1-W9. • Year 10 – Theatre (2 x WC user requires ground floor). • Year 11 Welby mainly W10-W18. • Teachers move to students to minimise mixing with the exception of practical subjects. • One way system in place across the site with appropriate signage . • Staggered breaks/lunches in zoned areas/staggered dismissal. • Where appropriate an indicative 2m teaching area for the teacher in front of whiteboard/smartboard/TV has been marked on the floor in front of the whiteboards of the occupied rooms • Alphabetical seating plans by House in place in all lessons and adhered to by all staff	

The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures		▪ Net capacity assessment is completed, with each classroom and teaching space compliant with social distancing measures and in line with local and government guidance
		▪ Where possible all pupil desks are forward facing and the teacher maintains a 2 metre distance at the front of the class.
		▪
		▪ All furniture not in use has been removed from classrooms and teaching spaces into safe storage
		▪ Arrangements are reviewed regularly.
			Yes
			Yes
			
			Yes
			
			Yes
				• Unused furniture stored out of the way
				• Ensure windows and doors remain open throughout the day
				• Where fire doors are kept open to minimise contact with door handles and plates, staff must ensure that they are closed at the end of the day and during the day when the area will not be used for long periods
				• Fresh pens to be available for all children who may have forgotten own equipment
				• Staff and pupils to keep to the 2m social distancing wherever possible. Where this is not possible, the following further measures will be taken:
				   o The exposure time of staff located within the 2m distance will be kept as brief as possible and not closer than 1m
				   o The number of staff involved in these tasks will be minimised	

				o Teachers to work side by side or facing away from pupils, rather than face to face • Where face to face working is essential, this is kept to 15 minutes or less where possible. • Students and staff strongly to wear issued face coverings in communal areas such as corridors and bus queues, travelling to lessons and on front rows in classes	

4.4 Management of movement in corridors

Social distancing guidance is breached when pupils circulate in corridors		▪Circulation plans have been reviewed and amended. ▪One-way systems are in operation where feasible. ▪Corridors are divided where feasible. ▪Circulation routes are clearly marked with appropriate signage. ▪Any pinch points/bottle necks are identified and managed accordingly. ▪The movement of pupils around school is minimised as much as possible. ▪Where possible, pupils and staff stay in classrooms or in designated external areas ▪Pupils are reminded regularly to observe social distancing guidance whilst circulating, supported by signage ▪Appropriate supervision levels are in place.	Yes Yes No Yes Yes Yes Yes Yes Yes	• One way system in place around the site • Signage displayed internally throughout circulation space to enforce one way system • All groups of children to be passively supervised when moving around school. Movement will be limited. • Where fire doors are kept open to minimise contact with door handles and plates, staff must ensure that they are closed at the end of the day and during the day when the area will not be used for long periods • Daily reminders in each group of social distancing and behaviour expectations. • Students and staff to wear issued face coverings in communal areas such as corridors,lesson changeover, lessonsand bus queues	

4.5 Management of social distancing at break times

Pupils may not observe social distancing at break times		▪Break times are staggered if possible. ▪External areas are designated for different groups. ▪Pupils are reminded about social distancing as break times begin. ▪Social distancing signage is in place around the school and in key areas. ▪Supervision levels have been enhanced, especially with younger pupils, to support social distancing.	Yes Yes Yes Yes Yes	• Break times to be staggered • Outdoor environment to be marked out at 1m+ with benches/tables appropriately marked • SLT/staff always on social time duties to support staff • Each group will have adult supervision	

4.6 Management of social distancing at lunch times

Pupils may not observe social distancing at lunch times		▪ Pupils are reminded about social distancing as lunch times begin. ▪ Pupils wash their hands using the 20 second routine, before and after eating. ▪ External benches and picnic tables display clear signage indicating sitting positions to allow social distancing during use ▪ 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.	Yes Yes Yes Yes Yes Yes Yes	• Reduced access/numbers in the canteen due to staggered break and lunchtimes. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch. •	

		▪ All students to be self-sufficient for the whole day bringing their own packed lunch and drink. They should not borrow anything from anyone else	Yes		
		▪ Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).	Yes		
		▪ Eating areas are cleaned in-between group usage and after lunch has ended			
		▪ Staggered lunchtimes are considered to reduce congestion providing this does not impact on the delivery of teaching time			

4.7 Management of social distancing and hygiene in the toilets

Queues for toilets and handwashing risk non-compliance with social distancing measures		▪ . ▪ Pupils are encouraged to access the toilet during the day to help avoid queues. ▪ 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 and young children are supervised in doing so. Signage is in place ▪ Where assistance is needed with toileting or other medical/personal care the following measures must be adopted: · Hand hygiene measures, i.e. handwashing and use of alcohol-based sanitiser before and after · Facemask/face shield of FFP3 OR N95 rating · Disposable apron · Gloves ▪ Alternative toilet facilities have been made available in the Theatre dressing room for staff and pupils with suspected symptoms and facilities are cleaned and disinfected before use by anyone else	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	• All relevant signage to be put in place. Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands. • Toilets assigned to the individual year groups dependent upon building/zone. • Signage has been displayed in washroom areas that are heavily used advising of appropriate numbers of staff/pupils at any one time. • Staff to ensure only one child leaves a lesson at a time and records on SIMs. • Member of cleaning staff to clean thoroughly at lunch/break and the end of the day • The cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush has been enhanced; cleaning contractor to be given a suitable cleaner e.g. Milton diluted and prepared for them to use with one per set of toilets, and cleaning cloths, preferably disposable, i.e. j-cloths • Suitable and sufficient lidded rubbish bins for hand towels will be provided with regular removal and disposal. • Pupils will be told of arrangements on their first day. • Hand washing available in the toilets and hand sanitizers in every teaching room , staff to ensure area kept clear throughout the day and site to ensure they are cleaned at the end of the day by cleaning staff • Site staff to monitor usage and supply of cleaning and sanitising products • Bins emptied at end of day; new lidded bins bought. Toilets thoroughly cleaned.	

4.8 Safety arrangements for the use of medical rooms

The configuration of medical rooms may compromise social distancing measures		▪ Social distancing provisions are in place for medical rooms behind a closed door if possible ▪ 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. It is advised that household bleach is used after the room is vacated. ▪ Covid-19 first aid packs are available to ensure appropriate PPE for supervising staff ▪ Any member of staff providing assistance to someone with symptoms and any pupils who have been in close contact with them must wash their hands thoroughly for at least 20 seconds with soap and running	Yes Yes Yes Yes	• The Theatre dressing room will be designated as the COVID-19 medical room with all suitable PPE and H&S measures in place. • In the event of its use area to be fully cleaned and all used PPE equipment to be disposed of in the correct manner • Additional guidance written and issued to designated First Aider • Standard first aid to remain on the Bardsley corridor and administered by first aider	

		water or use hand sanitiser after any contact with someone who is unwell.		

5. Securing and sustaining robust hygiene systems and procedures

5.1 Cleaning

Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required		▪ An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.
		▪ Cleaning off site is achieved through two part process, with Toucan Eco. (an ECAS (electrochemically activated solution) which is proven to have an effective kill rate against norovirus and poliovirus with log reductions of 5 (99.999%) and 6 (99.9999%) respectively; both harder-to-kill viruses than the coronavirus.
		▪ Common contact surfaces are regularly cleaned in reception, office, workshops, access control and other communal areas, particularly during peak flow times
		   · Taps and washing facilities
		   · Toilet flush and seats
		   · Door handles and push plates
		   · Handrails on staircases and corridors
		   · Lift and hoist controls
		   · Machinery and equipment controls
		   · All areas used for eating will be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices
		   · Telephone equipment
		   · Keyboards, photocopiers and other office equipment
		   · Rubbish collection and storage points will be increased and emptied regularly (90 min intervals) and at the end of each day
		   · Water fountains and water dispensers cleaned every 60 minutes and signage displayed encouraging use of fountains for bottle filling only, not drinking.
		   · There will be frequent contact with cleaning providers regarding provisions onsite.
		▪ Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day
		▪ Sufficient supplies of soap/hand wash, paper towels, tissues and cleaning products are procured to ensure constant supplies are available in every teaching and washing space and this reflects increased demand in September when all students and staff return.
			Yes
			
			Yes
			
			Yes
			
			Yes
				• Whole of school has had a thorough clean prior to September opening and the cleaning staff have been retained throughout this period cleaning the site daily. Most areas of the school have been shut. Areas used at present cleaned every day.
				• Working hours for cleaning staff have been maintained throughout lockdown and cleaners will be available throughout the day
				• Cleaning products and cloths acquired for every area
				• Sanitiser stations – in place in reception
				• All telephones and computers to be wiped down with sanitiser wipes/spray after **single use** and at end of day for **regular usage by one person**
				• Enhanced cleaning of practical areas will be completed by onsite cleaners during the day and support staff technicians allocated in departments.
				• All staff/classrooms will be allocated hand sanitiser
				• Enhanced clearing schedule implemented allows for sanitisation of tables and chairs in identified rooms every hour where year group bubbles change.
				• Additional daytime cleaning staff employed	

5.2 Hygiene and handwashing

Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency		▪ An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are ordered ▪ Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. ▪ Staff will be allowed to take regular breaks to wash hands	Yes Yes Yes	• All items ordered and or arrived. Plentiful supply of sanitiser, hand towels and soap. • Hand sanitiser (minimum 60% alcohol based) and wipes to be available in classrooms/all large venues/ computer room classes • Staff and pupils who experience sore skin will be advised to seek medical advice and moisturise • Hand sanitiser (minimum 60% alcohol based) will be located where hand washing facilities are not immediately available • Hand sanitiser (minimum 60% alcohol based) will be located at access/egress points to individual buildings/blocks. • Suitable and sufficient lidded rubbish bins for hand towels will be provided with regular removal and disposal. • Staff welcome/PPE packs issued to staff, which include personal hand sanitiser top-up offer, disposable masks, and surface disinfectant wipes etc. to promote good hygiene.	
Pupils forget to wash their hands regularly and frequently		▪ Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. ▪ Posters, banners and electronic messaging boards reinforce the need to wash hands regularly and frequently. ▪ School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. ▪ Pupils and staff are taught how to effectively wash their hands especially before and after eating, going to the toilet, or following direct contact with another person	Yes Yes Yes Yes	• Staff guidance document and daily briefings to staff • Regular staff reminders to wash hands and to ensure frequent washing in their group sessions. • 1st day return for children training • Numerous signage around school. • Signage at every sanitiser station and in toilets and classrooms. • ALL CHILDREN WILL USE HAND SANITISER WHEN THEY ENTER SCHOOL The toilet facilities will be monitored	
Equipment and resources		▪ Individual and very frequently used equipment such as pencils and pens should not be shared ▪ Classroom based resources including books and games can be shared within the designated group but must be cleaned regularly ▪ All support staff technicians in key areas; Technology, Music, PE, Art, IT, Science, Food Technology have been issued with adequate cleaning materials and PPE to support enhanced cleaning regime. ▪ Resources shared between groups such as sports, art and science equipment must be cleaned between group usage or decontaminated by leaving them out of reach for 48 hours (72 hours for plastics) ▪ Pupils will be limited to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationary and mobile 'phones when permitted ▪		• Staff will carry their own stationary e.g. board pens to each room and wipe the projector remote on use. • Visualisers will be used in place of textbooks where possible and desirable by staff.	

5.3 Personal Protective Equipment (PPE)				
Pupils and teachers can take books and other shared resources homes, but unnecessary sharing should be avoided				
Provision of PPE for staff where required is not in line with		▪ Government guidance on wearing PPE is understood communicated and sufficient PPE has been procured. ▪ PPE is only needed and will be provided where children whose care routinely involves the use of PPE due to their intimate care needs or where a child becomes unwell with symptoms of coronavirus while	Yes Yes	• PPE has been bought by the school and will be compulsory in the first aid Theatre dressing room area • Equipment bought; disposable masks; washable masks; aprons; gloves; face shields; anti-bacterial wipes and sanitizers, lidded bins, sanitizer – all items on order and/or arrived. – PPE to be in quarantine room and in allocated areas • Signage on use of PPE displayed in relevant areas	

government guidelines		at school and needs direct personal care until they are collected to go home. In this case, a face mask must be worn by the supervising adult if a distance of 2m cannot be maintained. If contact with the child is necessary, then gloves, apron and face mask must be worn by the supervising adult. If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn. ▪ 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). ▪ Staff are reminded that wearing of gloves is not a substitute for good handwashing.	Yes Yes	Medical grade PPE (masks) issued to all CV staff	
Failure to fit, wear, store and dispose face coverings safely contributes to the transmission of infection		▪ Face coverings should be worn safely by adults and pupils (year 7 and above) when moving around the premises, specifically outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. ▪ This should cover entrance and egress of the premises see: safe working in education (face coverings should be put on before entering the building and not removed until leaving the building when outside of the classroom) ▪ Those with a physical or mental illness or impairment or disability or those who provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate, may be exempted (clear pane face coverings may be appropriate in some instances) see: face coverings ▪ An emergency supply of face coverings for contingency purposes is available if required. ▪ All staff are aware of the process for managing face coverings in school which includes the hygienic fitting, removing, storage and disposal (sealable plastic bags between use). ▪ Unless exempt, pupils in year 7 and above should wear face coverings when moving **within** the school building including corridors and communal areas ▪ Face coverings should be worn in classrooms if social distancing cannot be maintained or it would negatively impact on the pupils ability to take part in exercise or strenuous activity, for example in PE lessons. ▪ Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can be worn. ▪ **Face visors or shields should not be worn as an alternative to face coverings**. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They		• Expectations made clear to students and staff vi pre-recorded training • Communicated to parents via email and website	

		should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.			

6. Curriculum organisation

Children may need to re-socialise and familiarise with new routines		▪ Consideration should be given on planning what to teach, and how ▪ The priorities for young children currently is resocialisation into new style school routines; speaking and listening and regaining momentum in particular with early reading.	Yes Yes	• Plans for well-being, settling into school, routines and behaviour in place and regularly reviewedhave been delivered to staff prior to wider opening in March via pre-recorded training and references to Autumn term training on Sharepoint portal • Recovery curriculum has been planned by subject staff – students will continue to study all subjects	
Children may have fallen behind in their learning during the school closure and achievement gaps will have widened		▪ 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 any gaps identified to minimise inequality ▪ Plans for intervention are in place for those pupils who have fallen behind in their learning.	TBC Yes TBC	• Recovery curriculum will address gaps in learning • Data collection during Lockdown has identified those children who have not completed sufficient work • Pastoral interventions in place • Laptops scheme utilised to improve access from home • Learning platform purchased – GCSE Pod to support learners • Remote learning woven into the new recovery curriculum to maximise usage in the event of a future lockdown. Home learning information will continue as usual for all age groups • Focus on literacy on return to school; support to be put in place to support the disadvantaged and most vulnerable.	
Pupils moving on to the next phase in their education do not feel prepared for the transition		▪ 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. ▪ Virtual tours of the school are available for parents and pupils.	Yes Yes Yes	• Y6 places have been received • Regular communication with Year 6 will be ongoing and the transition booklet is well-supported by the virtual tours and introductions on the school via the dedicated Youtube channel.	
Resuming full support for pupils with SEND (SEND Support and EHC Plans		▪ All children with SEND will return full-time to school and receive their full entitlement to support ▪ Small children and children with complex needs will continue to be helped to wash their hands properly ▪ Vulnerable children risk assessments will be completed for children with additional needs who are unable to regulate their behaviour e.g. involuntary spitting using the Las vulnerable children risk assessment template ▪ External specialists will resume direct contact in schools for assessment, training, advice and support purposes observing the schools visitors policy and mirroring expectations on staffing behaviours in terms of hygiene and social distancing ▪	Yes	• New SEND protocol in place has been shared with staff and parents • LSAs redeployed as key workers – see protocol	
Risk of infection from singing, chanting, playing wind or brass instruments and shouting		▪ Music lessons will be held where practicable with participants physically distanced. For the duration of wind/brass/singing lessons, children will be positioned back-to-back or side -by-side (not face to face) in a year group bubble and names are recorded and times (all windows and door open). ▪ Instruments will not be shared	Yes	• No planned school performances for the Spring term. • Outside lessons would need to take into account staggered breaks/lunches and zoned areas so as to not mix students or disrupt learning in other areas. • Some lessons will continue via Microsoft Teams	

		▪ As per recent guidance regarding 10lt/s/person the rooms for wind/brass/singing lessons are below; ▪ B2 – 12no. students ▪ M2 – 9no. students ▪ M3 – 6no. students ▪ M4 – 6no. students ▪ M5 – 12no. students ▪ Main Hall – 30no. students ▪ Gym – 30no. students ▪ Drama and dancing will resume in all venues but with no physical contact, or excessive voice projection.		
Arrangements for remote learning are insecure or unsustainable to ensure provision for pupils self-isolating		▪ Insert school arrangements and mitigation: To secure the statutory duty to provide remote education for state-funded, school-age children whose attendance would be contrary to government guidance or law around coronavirus (COVID-19). The following arrangements are in place and are subject to constant monitoring and review: ▪ the remote learning offer is equivalent to the core teaching pupils would receive in school ▪ Key Stages 3 and 4: 5 hours a day ▪ Systems are in place for checking, daily, whether pupils are engaging with their work ▪ A named senior leader with overarching responsibility for the quality and delivery of remote education is identified	Yes Yes	• Remote learning protocol in place, shared with all stakeholders and available on the website • All work set on Assignments in MS Teams for those SI • Named leaders are GME and CTA • Staff reminders of expectations via briefings and regular bulletins
Pupils are unable to access the online offer		▪ Set out arrangements to overcome digital poverty ▪ Set out arrangements to support parents ▪ Set out arrangements to consider support that can be offered to parents to enable them to construct a learning environment within their home ▪ Set out the arrangements for disengagement	Yes	• Laptops distributed as per criteria • Physical work delivered where required as a last resort

7. Enhancing mental health support for pupils and staff

7.1 Mental health concerns – pupils

Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		▪ 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/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).	Yes Yes Yes Yes	• A lot of wellbeing info on school website, regularly updated • Helplines advertised on school website • Pastoral team in regular phone contact with vulnerable families. • Dedicated email address for pupils/ parents to contact school re safeguarding and pastoral • NPH and LCR have been in regular contact with EHCP children and also LAC alongside the Pastoral team • Trailblazers project in place and led by NPH/LPE

		▪ Resources/websites to support the mental health of pupils are provided.		• Well-being survey of all staff and students completed prior to wider March reopening.

7.2 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		▪ Staff are encouraged to focus on their wellbeing. ▪ Staff health survey to be completed regarding availability to work to support consistency across the Trust ▪ Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. ▪ Staff briefings and training have included content on wellbeing. ▪ Staff briefings/training on wellbeing are provided. ▪ Staff have been signposted to useful websites and resources. ▪ All staff have access to an anonymous service that provides free advice, guidance and counselling to all employees 24/7	Yes Yes Yes Yes Yes Yes Yes Yes Yes	• SLT have been in regular contact with staff throughout the lockdown, some staff have been supported and all staff have had access to support if required. • Welfare phone calls being undertaken by JSM/LHE/VSH • Trust have purchased the Sodexo staff package • All staff have access to Lou Peet (Chaplain's personal number which is regularly shared).

7.3 Bereavement support

Pupils and staff are grieving because of loss of friends or family		▪ The school has access to trained staff who can deliver bereavement counselling and support. This includes the Council's critical incident team ▪ Support is requested from other organisations when necessary.	Yes Yes	• The IET Trust have purchased a staff welfare scheme – launched June 2020 • Lou Peet provides 1:1 support for staff • Occupational Health Counsellors available for support if staff wish to access service • Counselling available via Sodexo • Support will be requested as necessary and signposted to further support as per usual. • Pastoral sessions in the first few weeks of reopening to include support for bereavement if required

8 Governance and policy

8.1 The role of Governors

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		▪ 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 Head teacher'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 Yes Yes Yes Yes	• Governing Body and Trust Board Meetings have continued through lockdown. • Regular updates have been given to governors with a specific COVID-19 related Governing Body PPS Meeting in May with a bespoke report produced which was also shared with the LGB • Regular phone contact between VSH and the Chair of governors & CEO • KGR sets agendas, arranges meetings and circulate minutes • Completed Risk assessment to be sent in advance and ratified by Governors/Directors • Clerk has been informing governors of updates via the weekly bulletins to students, staff and parents

Governors are not fully informed or involved in making key decisions		▪ Online meetings are held regularly with governors. ▪ Governing bodies are involved in key decisions on reopening. ▪ Governors are briefed regularly on the latest government guidance and its implications for the school.	Yes Yes Yes		
8.2 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		▪ All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. ▪ Behaviour policies recognise that adverse experiences of lockdown and or lack of routine and regular attendance at school may lead to levels of disengagement, anxiety and behavioural responses setting reasonable and proportionate expectations of behaviour and make appropriate provision to support ▪ Staff, pupils, parents and governors have been briefed accordingly. ▪ Governors have approved revisions	Yes	Addendums to be written for each policy • Safeguarding – COVID 19 policy completed and signed off by governing body, • COVID-19 school risk assessment – VSH/BTR • VERA And BAME risks assessments – JSM and SLT • Behaviour Addendum – CMI • Attendance Addendum – CMI • Invite letter to parents – VSH • FAQs to parents – VSH • Photos for website – VSH • Staff handbook for wider opening – VSH/CTA • Student expectations powerpoint – VSH/CMI • Reception guidelines/receipt of deliveries etc – BTR • Lone Working Policy for site – BTR • First Aid and Medicines Addendum – BTR • Fire Evacuation Policy Addendum – BTR • SEND risk assessments – NPH • Equality Impact Assessment – JSM • Cleaning rotas – BTR • Public transport guidance – VSH • Premises reopening checklist – BTR Addendums to be included as and when and to follow before opening	
Covid 19 outbreak in group, whole school or area lockdown will further disrupt learning		▪ A remote education plan is in place that covers continuing education provision at a group, whole school and local area lockdown level ▪ High quality online and offline resources and teaching videos have been sourced, quality assured and approved – these will be applied consistently across all groups ▪ Remote education is integrated into the school's curriculum planning ▪ Printed resources are available for those that cannot access the internet physically or cognitively ▪ The curriculum is planned to ensure that knowledge and skills are built incrementally and clear explanations of content are delivered by a teacher in school though high quality curriculum resources and/or videos with face to face virtual contact as appropriate – ideally daily	YES	• Recovery curriculum planned by September • Laptops scheme utilised to improve access from home • Learning platform purchased – GCSE Pod to support learners and Seneca available in addition to current platforms – students to be taught how to use them effectively • Remote learning woven into the new recovery curriculum to maximise usage in the event of a future lockdown. Home learning information will continue as usual for all age groups. • Focus on literacy on return to school; support to be put in place to support the disadvantaged and most vulnerable. • Extensive curriculum planning has been undertaken • All staff are able to use Microsoft Teams for sessions if so desired.	

9. Other operational issues

9.1 Review of fire procedures

Fire procedures are not appropriate to cover new arrangements		• Fire procedures have been reviewed and revised where required, due to:
		  • 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.
			Yes
			
			TBC
			
			Yes
				• Students will muster on Bottom playground in year groups which allows for social distancing.
				• New markings on muster point (bottom playground) in place and communicated with staff, parents and students
				• Standard procedure applies
				• Students will be briefed as they return	

Fire evacuation drills - unable to apply social distancing effectively		• Plans for fire evacuation drills are in place which are in line with social distancing measures.	Yes	• Important to vacate building as calmly, quickly and controlled with allocated area for each group based on where their nearest fire exit is. • All children and staff (except those exempt)to wear face masks during evacuation	
Fire marshals absent due to self-isolation		• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	NA	• SLT on site will take responsibility for the large venues; teaching staff for the classrooms they occupy	
9.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		• 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. These will be organised outside of school hours wherever practicable. ▪ 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 Yes Yes Yes Yes Yes	• All contractors to be either pre-booked for afterhours visits wherever possible • Additional COVD-19 induction has been in place throughout lockdown period and will continue • Coventry Music staff will attend site during school operating hours to support pupil lessons in M5. Coventry Music staff will where possible maintain 2m distance form pupils and staff and have been instructed to wear appropriate PPE for the duration of the visit to the school site (exception during actual use of wind instruments). • Protocol with signed agreement in place for all visiting supply staff to ensure exoectationsa re understood and adhered to	
9.3 Driving for work purposes					
Driving for work purposes		• Only business critical visits are allowed; all non-essential travel will be cancelled. • When travelling for work, staff are instructed to travel alone. • If staff have no option but to share a vehicle, then they have been instructed to: o Share with the same individuals and with the minimum number of people at any one time	Yes Yes Yes	• Where safeguarding concerns are present for pupils, the school will continue to use the LA services to make home visits and undertake other necessary tasks.	

		○ Wherever possible maintain a distance of two metres in the school minibus by removal/segregation of unwanted seats ○ Maintain good ventilation (i.e. keeping the windows open) and face away from each other during the journey ○ Wash their hands for 20 seconds using soap and water or alcohol hand sanitiser if soap and water are not available before entering and after getting out of the vehicle ▪ Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.	Yes	
9.4 Post, packaging and deliveries				
Post, packaging and deliveries		• A box of disposable gloves is provided to staff for handling deliveries i.e. Admin staff and Site staff. • Staff are to keep a 2m distance from the delivery person • Where loading and offloading arrangements on site will allow it, drivers will be asked to remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitise their hands before handling any materials • Delivery persons are asked to place the goods just inside the admin corridor, but not blocking access/egress. Area to be kept clear and demarcated for this purpose. • Staff should not sign for receipt of goods. Should this be absolutely necessary then only if wearing gloves • Staff have been instructed to place delivery notes in the relevant tray and if it needs to be touched again within a 72-hour period then gloves must be worn. • Parcels and letters are to be wiped down with alcohol wipes and only opened if wearing gloves. Cleaning wipes are available to admin staff in the main office. • All packaging / opened envelopes will be discarded promptly in the applicable bin. • Staff have been instructed to replace their gloves with a fresh pair prior to handling and distribution of the contents of parcels and to wash hands thoroughly after finishing task	Yes Yes Yes Yes Yes Yes Yes Yes Yes	
9.4 Learning resources returned				
Return of learning resources e.g. laptops, books		• Resources will be secured for 72 hours before cleaned and returned to storage areas	Yes	

10. Additional site-specific issues and risks

Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Children who routinely attend more than one setting (e.g. dual registered, KEYS intervention programme or alternative provision)		The school, working with the setting will ensure that all risks are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum	YES	CMI/ADE to coordinate and KRO to monitor attendance.	