Covid-19: Operational Risk Assessment.

Planned re-opening of primary schools May 2020 - reviewed to secure full-reopening September 2020,
Reviewed and amended for 4th January 2021

Coventry School Partnership:
Covid19 Operational Risk Assessment – Re-opening of Primary 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:* Guidance for full opening of schools
These changes are fully reflected in this guidance and risk assessment.

This risk assessment focuses on balancing the risk of children returning to school and accessing a full educational experience with the "very low risk from coronavirus (COVID-19)" (source: Government Guidance July 2020)

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 July 2020 to take effect from September 2020.
- Reflects the relevant principles set out in Coventry schools Covid-19 Re-set and Recovery Plan
- Sets the national and local 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 – 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 to all building users including parent/carer
- 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' revised July 2020May 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

- School organisational planning will minimise the number of pupils that each staff member has contact with
- Schools will reserve the option of a "staff re-set day" and other opportunities for staff to come on site prior to working with children in September 2020

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.

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.

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, do not attend 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

Hygiene:-
- A stringent cleaning regime should be in placeCOVID-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 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)

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. 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. Resources and references:

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings	Covid-19-decontamination-in-non-healthcare-settings staying at home and away from others (social distancing) Health and safety risk checklist for classrooms E-bug posters Guidance for full opening of schools guidance on the phased return of sport and recreation Sport England coronavirus (COVID-19) symptoms Public Health England health protection team guidance for food businesses on coronavirus (COVID-19) COVID-19: review of disparities in risks and outcomes report

Model COVID-19: Operational risk assessment for school reopening

Additions for Spring term 1 (National Lockdown) are highlighted in yellow

		Job title:		Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
In line with Department for Education guidance, this risk assessment has been reviewed and updated ahead of the new Spring Term. The review has included a consideration of any additional risks and the school's compliance with the control measures within current Government Guidance intended to reduce the residual risk to its lowest possible level. The school confirms that the controls it has in place are	Neil Clayton Victoria Hastie		Head teacher TFT Operations Director		

<mark>working as planned and are updated appropriately based on any issues identified and changes in public health advice.</mark> Assessment conducted by:					
Date of assessment:	10/07/20 <mark>updated 5/01/21</mark>	Review interval:	Weekly or as practice causes changes or as guidance is updated	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 ▪ Classroom audits undertaken using the HSE Health and safety risk checklist for classrooms ▪ 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	Y	• A formal site visit is planned for the Head teacher, Operations Director, member of the Local Governing Body and Union representatives on Thursday 16/07/20. • Consilium H&S Advisors will participate in this session and provided feedback on the Risk Assessment and actions the school has implemented.	L

Covid19 Operational Risk Assessment – planned re-opening of Primary Schools

Activity	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional controls	Residual risk rating (H/M/L)

				• PKS used the HSE checklist for classrooms and adhere to the standards outlined.
				• All staff will participate in training during the week of the 1st September. Training will include:
				  o health and safety strategies
				  o changes to the physical layout of the building, classrooms and communal areas
				  o information on cleaning regimes
				  o site tour to see the changes and to review the classroom space (including the cleaning station in each classroom)
				  o Information on how staff and students will be expected to move around school
				  o Changes to policies (such as Safeguarding, Behaviour and Fire Evacuation.)	

Statutory compliance has not been completed due to the availability of contractors during lockdown		▪ All statutory compliance is up to date. ▪ Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Y	• President Kennedy School (PKS) has continued to undertake all statutory compliance checks to ensure it was safe to remain open during the partial lockdown. • PKS has reviewed the "Managing school premises during the Coronavirus outbreak" guidance issued by Government and has adhered to all standards and protocols set out. • PKS Facilities Manager undertakes various Planned	L

				Preventative Maintenance (PPM) checks at the frequency required.	

1.2 First Aid/Designated Safeguarding Leads

The lack of availability of designated First Aiders and Designated Safeguarding Leads may children's safety at risk		▪ First Aid certificates have been extended for three months by Gov't ▪ A programme for training additional staff is in place, using on-line 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 . ▪	Y	• Sufficient team of first aiders internally available. Training (standard procedures) received on donning/doffing of PPE • Members of safeguarding team located on site daily	L

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		▪ Class sizes revert to 30 in recognition of Government advice that children are not at significant risk ▪ Timetables and staffing model determined to secure curriculum delivery for class/group size ▪ Classrooms are re-modelled, with chairs and desks in place to allow for social distancing. 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 class groups and staff stay together consistently and do not mix or blend with other groups	Y	• PKS is working within the guidance issued by Government and advice provided by Coventry City Council. • PKS will be implementing year group bubbles and the school will be split into zones for each year group bubble. • During the period of national lockdown, KWV children will work in separate rooms so that year group bubbles and appropriate social distancing can be maintained • Students bubbles will be in line with the maximum numbers outlined in Government guidance (once released) • Each year group will have their own entrance and exit, classrooms, social areas, and outdoor areas. • These classrooms, heart spaces, and social areas will be where	L

				the vast majority of learning experiences will happen – the only time students need to leave these zones will be for specialist classrooms (and in this instance the class must first meet in their zone classroom before moving to the specialist room). • The timetable has been organised such that year group bubbles will remain in their zone for all lessons over the course of the day. • Classrooms have been re-modelled, with a 2m area at the front of the classroom in which adults (Teachers and Teaching Assistants) will position themselves. • Where possible, seating has been arranged so that students are forward facing. • Where this is not possible and students have to sit facing each other the distance will be more than 1m and there will be a screen in place between the students. There are only a very small number of rooms where this is the case. • Signage has been placed in classrooms, corridors, toilets and other communal spaces • Where possible, additional furniture has been moved out of classrooms.	
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.	Y	• Break times will be held within lesson time and students will not be permitted to leave the classroom.	L

			- Access to toilets for students will be carefully managed by SLT rota – students will be escorted - Staff will have access to toilets during break periods in the classrooms by being supported by other colleagues not teaching at the time - Year groups will be advised to arrive from different times in the morning - Students will be supervised hand sanitising on entry to school - The morning tutor period will be extended to help support this. It will start at 8.45am and end at 9.15am - Students will then move to the assigned classroom in their zone and teachers will go to teach in that classroom (for the first learning period). - Break time has been consumed within the first learning period and staff should note this (and use their discretion to ensure students have a break within the room) - After the first learning period students will then go to either tutor period or lunch (for 45 minutes and then swap for the next 45 minutes) - Students can go to their allocated outdoor area via their entrance/exit (or stay within the Heart space and designated classrooms in their zones) - At 1pm the second learning period will begin for all students.	

				• LG will stagger the dismissal of students from 2.45pm onwards. • The Head teacher will brief all students about the rules and regulations in place via newsletter and then in assemblies during induction week • Social distancing in large spaces, such as outdoor space and the dining area, will be closely monitored.	
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 using a communal area do so in their designated groups only and the area is cleaned before being occupied by another group	Y	• The transition timetable for September allows for more classrooms to remain unused by pupils – these will become staff work rooms so that offices are not over used. • Offices that are still in use will have limited numbers of staff in them • Offices that are available due to PAS colleagues working from home will become additional spaces for colleagues to work when not teaching • Some colleagues who are not teaching will be able to go home or arrive later provided all supervisory duties are fulfilled across the school. • Signage will indicate clearly the maximum number of staff allowed in offices at any one time • Cleaning materials will be present in all offices so that telephones can be wiped down after use • Printers will have signage beside them to ensure that button panels are similarly cleaned	L

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)	Y	• PKS' outsourced catering provider, Caterlink, will undertake a full deep clean of the kitchen, adhering to the guidance for food businesses on coronavirus. • PKS' Facilities Manager will undertake an audit that this work has been completed prior to school opening. • Lunch will be ordered from a menu at the beginning of the week and then delivered to the appropriate zones and distributed by staff. Students' accounts will be debited as appropriate. Staff will also be asked to order lunch if they want it. Students can bring in their own food if they wish. • The Canteen will not be open for staff or students • School canteen will be closed during the period of National lockdown; FSM vouchers for this period will be sent to eligible families	L
Physical activity in school		▪ Pupils to be kept in consistent groups ▪ Sports equipment to be thoroughly cleaned in between each use by a different group ▪ Contact sports allowed provided approved sports governing body H&S guidance is followed ▪ 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	Y	• The timetable has been organised such that year group bubbles will remain in their zone for all lessons over the course of the day. • All specialist equipment will be cleaned between uses by different groups. • Contact sports rules in PE lessons are amended in line with Governing body and public health guidance • Where possible, PE will be delivered outside or in the large sports hall to enable maximum distancing between pupils.	L

				• Activities will include individual sports and fitness activities	

L2.2 Availability of staff and class sizes					
The number of staff who are available is insufficient to safely teach classes in school, operate effective home learning schemes and safeguard children not in school		▪ The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. ▪ Staff who are identified as potentially at increased risk from coronavirus) because they have particular characteristics that comparatively increase their risk as set out in COVID-19: review of disparities in risks and outcomes report should be identified and be given the opportunity to undertake a vulnerable employee risk assessment (VERA). The school will use its reasonable endeavours to accommodate the risk ▪ 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 ▪ 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. ▪ Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. ▪ Flexible and responsive use of teaching assistants and pastoral staff is in place to supervise classes under the direction of a teacher if required, providing this does not displace provision for children with SEND ▪ An appropriate hierarchy of deputisation is in place should a senior leader be unavailable. This might include external leadership capacity	Y	• HR reporting system in place and known by all staff to ensure numbers of staff available for work is known to HT • Letter has gone to all staff outlining the criteria which defines work availability • Letter has gone out to all staff about symptoms and testing protocols • All staff not available to attend school but eligible / available to work from home are involved in setting / marking student work • PAS / TAs will not be used to supervise classes in the first instance but may support in rooms if needed and in line with PHE guidance • All members of SLT will be on school site and will supervise and implement new risk assessment procedures. In the event of senior leaders being unavailable, the school will liaise with The Futures Trust leaders to access support and leadership. • KWV student supervision rota in place ensures that small numbers of staff are required to attend school. No colleagues will be on site more than 2 days per week	L

2.3 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	High	- Guidance on accessing a priority test for symptomatic household members has been brought to the attention of all staff - Staff share the outcome of the test with their employer - The school, staff and parents engage with the Test and Trace processes - Lateral Flow Testing will be carried out for children, subject to parent consent and staff at point of return to school and repeated 3-5 days afterwards. Thereafter a weekly test will be carried out for any consenting staff. Where there has been close contact with a confirmed case daily testing will be carried out for 7 days. If there is a positive result following an LRT then the person will be sent home to self-isolate and to undertake a PCR test.	Y	- TFT wide HR process and procedure is in place - In line with Government Guidance, secondary schools are to introduce lateral flow testing. Once this is introduced, all staff will be offered the option to take part in lateral flow testing. - The school has a risk assessment in place for the implementation and deployment of Lateral Flow Tests. All staff engaged in the process have been trained.	Low
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms. The new variant COVID-19 means that the risk of transmission has increased.	High	- 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 7 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 14 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.	Y	- TFT wide process and procedure is in place - Plan in place and part of staff re set training to ensure all staff know how to respond to any symptoms displayed - The Local PHE team are monitoring local transmission rates. On 3/01/21, they reported that: 'Whilst Coventry is in Tier 4, the local epidemiology data does not meet the criteria to be escalated through the published education tier guidance to the Secretary of State. Public Health colleagues in Coventry, have confirmed that our data in terms of positive cases and rates, does not justify the forced closure of schools. At this stage our numbers are far lower than other parts of the country and the magnificent	Low

				COVID-compliant work and procedures undertaken by all our schools has played a significant part in keeping these numbers down. However, our Public Health team continue to monitor, review and assess the data but at this time can provide no rationale for widespread closures.'	
				● PKS has a procedure in place in the event either a student or member of staff presents with symptoms. The symptomatic pupil will be encouraged to go for testing and to inform the school as to the outcome of the 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.	
				• RIDDOR process will be followed according to guidance.	
				• PKS will report any symptoms in staff or students to The Futures Trust and LA.	
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	Y	• All stakeholders receive regular updates on all COVID-19 guidance via FAQs on school website • Updates are referenced/explained also via regular Head teacher's newsletter to staff and letters to parents	L
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.	Y	• All stakeholders receive regular updates on all COVID-19 guidance via FAQs on school website	L

				• Updates are referenced/explained also via regular Head teacher's newsletter to staff and letters to parents • All guidance and H&S protocols will be explained to all students Initially in a letter to parents, on the school website and then in assemblies in school during induction week; these messages will be reiterated daily during extended tutor periods	
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen		▪	Y	• From September all pupils in all year groups will return to school full time • Students who have attended school during the lockdown period will revert to being with their new classes within their usual year group (bubble) • Information gathered from well-being calls to these children will be shared with all colleagues so that appropriate learning, support and response can be in place. • Risk assessments for any students for whom it is applicable will be adjusted accordingly. • <mark>All KWV students can attend during the national lockdown period and encouraged to do so. Daily calls made to those who have not attended to ascertain why.</mark>	L

Children who most need to be in school, may not be identified through the age categorisation or parental decision		▪	Y	• From September all pupils in all year groups will return to school full time • In accordance with usual school practice, vulnerable and targeted students will remain at the top of our first call priority list when absent from school.	L
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	Y	• Re set induction training planned for all staff week beginning June 1st • Training will cover entire RA document and school tour to see RA in action • Updated Risk Assessment re issued to all colleagues for the start of Spring term 2021	L
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.	Y	• Any new staff in school ahead of September will be subject to the same training	L
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
			Y	• All stakeholder groups are kept fully informed of existing relevant policies and procedures and/or changes to them by;
				  ➤ Regularly updated website FAQs
				  ➤ Regular letters to parents/students
				  ➤ HT weekly staff newsletter / emails / briefing
					L

			Y	➤ Daily and/or weekly meetings between HT and MAT CEO ➤ Weekly contact between HT and Chair of LGB	

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.
		▪ Clear floor markings identify 2 metre spaces (may be reduced to 1 metre+)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.
		▪ All systems and procedures are visibly modelled by leaders and routinely monitored and reviewed throughout the day.
			Y	• PKS has signage in classrooms, corridors, toilets, reception and communal areas.
				• Signage includes:
				  ○ one-way systems
				  ○ no entry rooms
				  ○ hygiene requirements including hand washing protocols
				  ○ 2m spacing between school gate and entrance
				  ○ 2m spacing in toilets
				• Head teacher briefs students in half year group assemblies on their first visit in to school and outlines the expectations in relation to social distancing, behaviour and movement around the building
				• These expectations are reiterated daily during extended tutor periods
				• All Leaders and Staff ensure students follow systems and procedures.
				• Refer to Behaviour Policy for information on what happens in the event a student does not adhere to the systems and procedures outlined to them.
				• Headteacher undertakes a daily briefing to undertake a stock check on cleaning materials, hand soaps, hand santisers, etc
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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 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.	Y	All stakeholders including staff and parents are kept informed of updated and fresh guidance via HTs newsletters, website FAQs and letters to parents	L
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.	Y	As above	L
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	Y	The school will ensure it follows all Government guidance on implementing protective measures. It will organise classrooms and use of communal spaces to reduce movement around the building The school has: - Organised year group bubbles to avoid larger groups of children mixing - Reduced movement around the school by staggering lunch time, drop off and collection times School staff will be available to assist safe movement in to, around and out of the building. The school has provided markings on floors to show 2m distances to enable staff to keep to social distancing guidelines. The school has provided markings on floors inside the school building to	L

				show 2m distances to ensure circulation around the school is safe. The school has removed unnecessary items from classrooms to ensure that seating arrangements are in line with social distancing guidelines. The school has staggered toilet access to ensure there is no overcrowding during lesson and break times. Toilet access will be supervised by the appropriate adult to ensure that students and staff keep 2 metres apart where possible.	
4.1 Management of social distancing in the reception 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 ▪ Social distancing points are clearly set out, using floor markings, continuing outside where necessary. ▪ 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.	Y	The school will ensure contractors and other visitors pre-arrange their visits. This will enable the school to outline its expectations around social distancing on arrival, whilst on site and on departure. Non-essential visits and deliveries will be minimised. Visitors will be expected to sanitise their hands on arrival and before using the touch screen to sign in. They will then use sanitiser afterwards. The use of hand sanitiser and the hand washing procedures outlined above will be implemented for all visitors on site. A Perspex screen has been erected at the Reception to ensure the Receptionist is safe. The school will inform all appropriate stakeholders that visits to the school are not authorised unless pre-arranged and agreed by the Head teacher.	L

				The school will clearly outline the modes in which parents and cares can communicate with the school. Communication will be via telephone, email or letter in the first instance. Requests to come to the school site will be made in advance, by telephone and agreed by the Head teacher. The school reserves the right to refuse access to the school site, if requests are not made in advance and agreed by the Head teacher.	
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		▪ 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 pupils ▪ 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.	Y	• Parents will be informed of when students should be in school; students will have strictly allotted times for them to attend • Parents to be discouraged to drop off near the entrance at starts and ends of sessions • Driveway up to school heavily supervised at these times • Floor markings to assist both inside and outside of the building • Students will enter and leave the building via designated routes and supervised at all times.	L
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.	Y	• Starts and finish times staggered between 8:30-8:45am, and between 2.45 and 3pm • See above for entrances and exits • HT newsletter, parents letters and website FAQs manage weekly updates	L

| 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 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 | Y | PKS will work within the framework provided by Coventry City Council. PKS will inform parents/carers and students of the expectations around use of face coverings on public transport and the need to remove this before entering the school building. PKS will ensure that all students remove or change their face mask prior to accessing the school site. PKS will ensure all discarded face masks are disposed of in the correct way. Staff will be encouraged to follow PHE guidance if car sharing to and from work | L |

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. | Y | PKS will be implementing year group bubbles – these will be maintained for KWV students during the period of national lockdown Areas of the school will be zoned and only accessible to one year group bubble on a particular day. Zones will include classrooms social spaces, and toilets.. Where toilets have to be shared across bubbles continuous cleaning will be in process Thorough cleaning will be implemented to enable different year group bubbles to access different zones on different days. | L |

		▪ 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		• All classrooms have a 2m spacing at the front of the classroom where adults (Teachers and TA's) will work within the classroom. • Classrooms have been reconfigured to provide forward facing seating. • Where this is not possible and students have to sit facing each other the distance will be more than 1m and there will be a screen in place between the students. There are only a very small number of rooms where this is the case.	
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.	Y	• PKS will be implementing year group bubbles and the school will be split into zones for each year group bubble. • Classrooms have been re-modelled, with a 2m area at the front of the classroom in which adults (Teachers and Teaching Assistants) will position themselves. • Class sizes will be normal i.e up to 30 per room and students will not be sat facing each other but side by side in rows • Where this is not possible and students have to sit facing each other the distance will be more than 1m and there will be a screen in place between the students. There are only a very small number of rooms where this is the case. • Cleaning station in each classroom	L

				• Floors taped to remind of social distancing • SLT / Operations Director review daily	
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.	Y	• Existing school one way system maintained and further developed to reduce potential contact • Floors taped to assist reinforce social distancing and way finding • Pupils based in classrooms remain there for whole session and are then escorted off site • Toilets designated and monitored/managed at all times • Staff operate patrol system to ensure all RA protocols are followed	L
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.	Y	• ==Where breaks are not taken in lesson times with opportunities for supervised use of toilets for pupils and staff, a common breaktime will be heavily supervised with students remaining in their bubble either indoors or outdoors in their designated area away from other bubbles==	L
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. - Dining area layouts have been configured to ensure social distancing (secondary) where practicable. - Floor markings are used to manage queues and enable social distancing. - Additional arrangements are in place, such as staggering lunch times, , pupils eating in other appropriate spaces. - 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 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	Y	==The canteen will be supervised for collection of food across two lunchtime periods. Separate queues will ensure that bubbles do not mix and social distancing protocols are observed.== Students can bring in their own food if they wish. ==The Canteen will not be open for staff or students during the national lockdown period== - Student year group bubbles will be allocated specific outdoor space for lunch times(these areas will also serve as new fire evacuation muster points) and specific stairwells to use as egress and ingress points.	L
4.7 Management of social distancing and hygiene in the toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures		- Queuing zones for toilets and hand washing have been established and are monitored. These do not have to be segregated for different groups, but should not be used by members of different groups at the same time - Floor markings are in place to enable social distancing. - Pupils know that they can only use the toilet one at a time. - Pupils are encouraged to access the toilet during class/throughout 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	Y	Clear signage is in place at toilets which highlight hygiene standards/ social distancing. Students are reminded frequently on the 20 second rule for hand washing. Head teacher briefs all students on expectations on their first visit to school. Class teacher reinforces expectations around use of toilet. School will, as a minimum standard, follow all Government guidance around cleaning. (click for link 1 and link 2). PKS has undertaken a thorough and enhanced clean of all areas used. PKS will implement a thorough and enhanced cleaning regime . PKS has a cleaning protocol in place before school, during school and after school. PKS has a cleaning procedure in place in the event that a	L

				member of staff or student presents with Covid-19 symptoms. Toilets will be cleaned before school, after any daytime use (i.e. – by a class) and after school. All cleaners and SSO's have been briefed on what cleaning is expected. The Facilities Manager and Cleaner in Charge will ensure high standards are met and maintained through role-modelling and demonstration. Cleaning audits will be undertaken across the day. Bins will be emptied for tissues several times a day.	
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 water or use hand sanitiser after any contact with someone who is unwell	Y	There will be a designated medical room for unwell students (F34) - It will need to be well ventilated and need to be cleaned after each use. PKS has identified an isolation / COVID symptoms rooms (G01)an isolation room designated for pupils with suspected Covid-19 whilst collection is arranged. The designated member of SLT will inform the Facilities Manager once the isolation room is no longer occupied and he will organised an enhanced and thorough clean of the room, in line with Government guidance. Classrooms, corridors and toilets accessed by that student/ member of staff will also be thoroughly cleaned.	L

				Facilities Manager/ Cleaner in Charge will audit cleaning in these areas.	
				All First Aiders will have access to the following PPE: disposable gloves, apron, mask, goggles and face visor	

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. ▪ Working hours for cleaning staff are increased to secure sufficient capacity to undertake an enhanced cleaning regime throughout the day ▪ Sufficient supplies of soap/handwash, paper towels, tissues and cleaning products are procured to ensure constant supplies ae available in every teaching and washing space and this reflects increased demand in September when all pupils and staff return	Y	The school will follow Government guidelines around cleaning as a minimum. PKS has the following full-time staff: two full time cleaners, 3 SSO's, 1 Facilities Manager. PKS also has a number of part time cleaners. The Facilities Manager and Cleaner in Charge will ensure that there are sufficient cleaners in place before school, during school and after school to meet and maintain the cleaner standards required. In the event that there are not sufficient cleaners available to meet the needs, the FM will immediately inform The Futures' Trust Operations Director, who will secure the services of temporary cleaners. The school will undertake **thorough** cleaning on all areas prior to full reopening. These areas will include: classrooms/ communal areas/ toilets/ offices/ etc. The Facilities Manager and Cleaner in Charge will ensure there are sufficient supplies of cleaning materials, hand soap, paper towels, tissues, cleaning station materials and hand gel. They will monitor stock levels and secure additional supplies on a weekly basis.	L

				Each classroom will have a cleaning station with antibacterial spray, antibacterial wipes, hand sanitiser, tissues and a lidded pedal bin. In the event that a student sneezes or coughs on a piece of equipment they will be instructed to use the cleaning materials to wipe the area clean. As part of the daily audit, the Cleaner in Charge will check that there are sufficient supplies of these goods in each classroom.	
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.	Y	- Additional supplies in place - Toilets / wash basin areas in use will be checked daily to ensure cleaning supplies are replenished if necessary	L
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 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	Y	- Staff re set training covers regular student hand washing - Student re set briefings stress the importance of this - Cleaning/hygiene stations in every classroom - Hand washing signage and *catch it bin it kill it* signs in all toilet areas and in used classrooms	L
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 - 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) - Outdoor play equipment will be cleaned more frequently - Pupils will be limited to what they can bring into school to: bags, lunch boxes, hats, coats, books, stationary and mobile 'phones when permitted	Y	- Head teacher will provide information on what resources students can and should bring in to school in a newsletter. - Cleaning of specialist equipment and classroom based resources will be undertaken in line with Government guidelines	L

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 guidelines** | | Public Health England advise that face coverings should not be worn in schools and that routine temperature checks should not be taken as they are both intrusive and ineffective Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 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. Face coverings are not ordinarily required in school. Children under the age of 11 are not required to wear face coverings in or out of school including public transport | Y | The school will follow all Government guidelines around the safe and appropriate use of PPE in educational settings.

Government guidance states that that wearing a face covering or face mask in schools or other education settings is not recommended. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

For those whose role involves them providing intimate care needs For those who provide direct personal care for a child/ young person who | L |

				becomes unwell with symptoms of coronavirus Cleaners (and others providing cleaning services) should be provided with disposable gloves and disposable aprons. Cleaners (and others providing cleaning services) should follow Government guidance around hand washing in the event of cleaning areas where someone has exhibited symptoms. The school will provide PPE for those members of staff administering First Aid. This will include disposable gloves, apron, mask, goggles and face visors. All staff using PPE will be provided with training on how to safely put it on, take it off and dispose of it. A dedicated room will be available for First Aiders to remove and dispose of any PPE used (Room G04)	
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.	Y	• All students will have an assembly with the Head teacher on their first day back in school where new routines, structures, school layout and expectations are made clear • These will be supplemented by College assemblies and discussion during extended tutor periods.	L

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.	Y	• A transition timetable will be in place from September until guidance determines that social bubbles are no longer necessary • The TT involves all students receiving all subjects • Lessons will be longer to facilitate less movement around the site • Lessons will be longer so that students see fewer teachers than normal each day so that re integration is more gradual • Lessons are longer than normal to enable staff to determine where students are at in their learning so that a responsive approach and curriculum can be put in place • Additional catch up opportunities will be provided for those that need it most either in the classroom or via on line learning • Daily extended tutor time will allow for the re-establishment of good learning habits and routines; this will compliment and supplement work done in lessons • <mark>KWV students will be following their usual curriculum during the period of national lockdown; this will include a combination of set work and live on line lessons</mark>	L

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. ▪	Y	• See above	L
Resuming full support for pupils with SEND (SEND Support and EHC Plans		▪ All children with SEND will return full-time to school in September 2020 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	Y	• As part of the transition timetable for September (and until further notice) all EHCPs will remain under review to ensure that students needs are fully met	L
Risk of infection from singing, chanting, playing wind or brass instruments and shouting		▪ Music lessons will be held outside when practicable, participants will be physically distanced and taught in groups of no more than 15 for wind/brass/singing, positioning children back-to-back or side -by-side (not face to face) ▪ Instruments will not be shared ▪ Delay music groups/choirs for the first half term/full term to be reviewed at Christmas	Y	• In addition, musical instruments used will be properly cleaned before use by the next student	L
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).	Y	• Pastoral managers, the school families team, the DSL and Deputy DSL and the school counsellor will be available to provide support either in person or virtually.	L

		▪ Resources/websites to support the mental health of pupils are provided.		• External support available through Relate service	
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. ▪ 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.	Y	• Staff well-being survey already undertaken • Concerns raised to be addressed/covered during staff re set training week June 1st • HT newsletters signpost staff to supportive websites and services • All staff encouraged to discuss any concerns with line managers • TFT HR has provided resources that can be used to support staff	L

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.	Y	HT / HR will provide staff access to OH / counselling services and support where needed	L
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 Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. ▪ 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.	Y	• HT keeps Chair and Vice Chair of LGB regularly updated on all matters • Chair of LGB involved in RA creation and sign off, along with Trade Union colleagues	L
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.	Y	See above	L
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	Y	Safeguarding, Behaviour and Attendance, First Aid and H&S policies amended, signed off by LGB and Trustees and shared with all other stakeholders prior to re-opening	L

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	Y	• During the period of lockdown there has been a remote education programme and timetable in place for all pupils. This programme will be further refined and in place should there be any future need to provide partial or full lockdown provision	L

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.	Y	Fire Policy addendum to be added to policy and shared / approved as above	L
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.	Y	As above	L
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.	Y	Leadership Group will act as Fire Marshalls alongside existing Fire Marshalls, to provide a larger pool of available staff.	L

9.3 Contractors working on the school site

Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		▪ 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 reasonably 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).	Y	• TFT Contractor on site Protocol in place • Contractor management procedures have been updated to reflect additional guidelines • Revised Visitor Procedures are in place • The school will ensure contractors and other visitors pre-arrange their visits. This will enable the school to outline its expectations around social distancing on arrival, whilst on site and on departure. • Non-essential visits and deliveries will be minimised. • Visitors will be expected to sanitise their hands on arrival and before using the touch screen to sign in. They will then use sanitiser afterwards. The use of hand sanitiser and the hand washing procedures outlined above will be implemented for all visitors on site. • Contractor method statements and risk assessments are reviewed prior to attendance and rejected if there is not sufficient regard to covid-19. On- site induction provides clarity on expectations whilst on site.	L
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)	H	▪ The school, working with the setting will ensure that all risks are addressed collaboratively to jointly deliver a broad and balanced full-time curriculum	Y	• In line with school policy, relevant staff will remain in regular contact with external providers to check on student attendance, well-being and the quality of provision.	L