

## **Risk Assessment – Mulberry UTC**

**Updated January 2022**

### **COVID19: Re-opening Risk Assessment and Action Plan**

**TRUST:** Mulberry Schools Trust

**OWNER:** Trust board and CEO, Principals of MST schools

**DATE:** 18.1.2022

#### **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to respond to the government's operational guidance for schools. It sets out the measures that have been put into place to ensure the school continues to operate in a safe way. The document has been updated to reflect new guidance issued between November 2021 and January 2022.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- Health and safety at work act (1974)
- Management of Health and Safety at Work Regulations 1999
- PPE at work regulations 1992
- Workplace (health, safety and welfare) regulations 1992
- Control of Substances Hazardous to Health Regulations 2002

## Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

'The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. (DfE Schools Covid-19 Operational Guidance, August 2021)

Our priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health' (DfE Schools Covid-19 Operational Guidance, August 2021, p. 4/5).

This document has been developed using guidance from various LA, including Tower Hamlets and the latest Government Guidance (August 2021) and World Health Organisation guidance. Alongside this, reference is made to a contingency plan (sometimes called an outbreak management plan)

'Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

All education and childcare settings should already have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission' DfE Contingency framework: education and childcare settings (August 2021)

Key documents (August 2021)

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>
- <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools#covid-19>

**The Risk Assessment makes reference to the 4 main control measures:** good hygiene; cleaning; ventilation; following public health advice for testing, self-isolation and managing confirmed cases.

### Summary of key changes to guidance made in July 2<sup>nd</sup> 2021

- No need to isolate if a close contact for those under age of 18, or if over 18 and had 2 vaccinations.
- No need for 'bubbles'; the guidance also stresses that any decision to reintroduce 'bubbles' would not be taken lightly and would need to take account for potential impact of delivery of education.
- Close contact will now only be identified via NHS test and trace and schools are not be expected to undertake contact tracing. NHS will work with the individual and/or parent and follow up with any specific individual named, and may contact the school for more information.
- Individuals no longer need to isolate as a close contact if they have been fully vaccinated, under 18, or they are not able to get vaccinated for medical reasons – **but** they will be contacted by NHS test and trace and advised they are a close contact and to take the PCR test.
- Schools will need to be ready to 'step up' and 'step down' on infection control measures, following advice from public health.

### Summary of key changes to guidance issued in January 2022

#### Face coverings:

- From the start of the spring term, on Tuesday 4<sup>th</sup> January 2022, face coverings must be worn in all areas of the school, including classrooms, by all staff, visitors and students unless they are exempt.
- Students should continue to wear face coverings on public and dedicated school transport, unless they are exempt.

#### Testing:

- Staff and students were asked to take one at-home lateral flow test before returning to school in January 2022, either in the evening or the morning before returning.
- Staff and students have been asked to continue with twice weekly using lateral flow device (LFD) tests, reporting any positive results.

#### Contact tracing and isolation:

- Close contacts should take PCR tests but do not need to isolate unless they are over 18 and unvaccinated.
- Individuals who have tested positive can end isolation early if they have two negative LFD tests in a row after 5 full days of isolation.
- This applies to all positive cases, regardless of vaccination status.
- The updated DfE guidance about this, issued on 18<sup>th</sup> January 2022, is as follows:

*'People who are self-isolating with COVID-19 have the option to reduce their isolation period after 5 full days if they test negative with an LFD test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.'*

*The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be [reported to NHS Test and Trace](#).*

*If the result of either test is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.*

*The new rules also apply to people who are already isolating – so if someone was already isolating before Monday 17 January, they can take LFD tests on day 5 and 6 and if they are both negative and they have no temperature they can end their isolation.*

*Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10-day period of self-isolation.'*

Vaccination:

- All eligible staff and students aged 12 and over are encouraged to take up the offer of the vaccine, including boosters.
- Children aged 12-15 years are now eligible for a second dose of the Covid-19 vaccine. This is based on a growing research base that shows the increased effectiveness of two doses against Omicron and further reassuring research on very low risks of the vaccination itself.

Children of critical workers and vulnerable children:

The latest guidance relating to children of critical workers and vulnerable children has been updated: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Those who should have priority access to school or education settings now includes:

- Children known to children's social care in the past
- Children who have home circumstances that might be particularly challenging because of domestic abuse, parental offending, adult mental health issues and drug and alcohol addiction

International visits and trips:

- Individuals arriving in England must [follow the red list rules](#). As of 15<sup>th</sup> December 2021, there are no countries on the red list. A number of African countries were placed onto the red list in November 2021; these have now been removed.

## Table of Contents

<b>Preparing Buildings and Facilities</b> .....	6
<b>Emergency Evacuations</b> .....	8
<b>Cleaning and waste disposal/ hygiene</b> .....	9
<b>Classrooms</b> .....	11
<b>Staffing</b> .....	13
<b>Group sizes</b> .....	17
<b>Social distancing</b> .....	17
<b>Catering</b> .....	18
<b>PPE</b> .....	18
<b>Response to suspected or confirmed Covid-19 case</b> .....	19
<b>Pupil Re-orientation</b> .....	20
<b>Safeguarding</b> .....	21
<b>Curriculum/ learning environment</b> .....	22
<b>CYP with SEND</b> .....	23
<b>Communication</b> .....	24
<b>Governors/ Governance</b> .....	25
<b>Finance</b> .....	25

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant.		M	<ul style="list-style-type: none"> <li>Review statutory guidance in light of any recent changes.</li> <li>Any rooms used by confirmed positive cases require deep cleaning using <u>COVID-19 non-healthcare settings guidance</u>.</li> <li>Regular site inspections.</li> <li>Increased cleaning regime.</li> </ul>	31.8.21  Reviewed January 2022	L
	<p>Ventilation in rooms has been reviewed.</p> <p>Since the virus is airborne, increasing ventilation is a key control measure.</p> <p>The school will use CO2 monitors, which are already installed in most rooms, to monitor ventilation on an ongoing basis.</p>			<ul style="list-style-type: none"> <li>Windows and doors will be opened first thing in the morning by the premises team.</li> <li>Staff will be asked to keep internal doors and windows open wherever possible to increase air flow (this needs to be balanced with thermal comfort during winter).</li> <li>Staff will be reminded how to use CO2 monitors to monitor and improve ventilation, e.g. by opening windows if levels are rising.</li> </ul>	31.8.21  Reviewed Jan 2022	

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Office spaces re-configured to allow office-based staff to work safely.	Some smaller offices cannot be ventilated and may pose increased infection risk	M	<ul style="list-style-type: none"> <li>Increased space between office desks and reduced number of staff in offices where possible.</li> <li>Staff allocated to specific staff bases to avoid unnecessary mixing between individuals.</li> </ul>	31.8.21  Reviewed Jan 2022	L
	Reduce lift capacity to one person.		M	<ul style="list-style-type: none"> <li>2-meter markers present on floors.</li> <li>Signage on lifts in place.</li> </ul>	31.8.21  Reviewed Jan 2022	L
	Consideration given to premises lettings and approach in place.	Lettings will only be agreed if they can be undertaken without increased infection risk.	M	<ul style="list-style-type: none"> <li>Lettings risk assessment completed.</li> <li>Lettings agreed for spring term 2022 to be reviewed in light of increase case numbers.</li> </ul>	31.8.21  Reviewed Jan 2022	L
	Consideration given to arrangements for any deliveries.		L	<ul style="list-style-type: none"> <li>Contactless deliveries in place where possible. Staff should wash hands after any handling.</li> </ul>	31.8.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Emergency Evacuations</b>	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – staff are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Make clear that in any emergency staff do not need to stay 2 metres apart, e.g. terrorist attack, fire or explosion and large numbers may need to move fast to evacuate.</p>	Current evacuation routes could cause multiple groups of people to come into contact.	M	<ul style="list-style-type: none"> <li>Evacuation procedures shared with all staff and children.</li> <li>Buddy system updated.</li> <li>Fire drill carried out in July 2021 and will be repeated every term.</li> <li>Risk assessment for vulnerable children/those with mobility issues in place.</li> <li>Fire training for new staff completed in Sept 2021.</li> </ul>	31.8.21  Students and staff to be reminded about fire evacuation guidance at start of term in Jan 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Cleaning and waste disposal/ hygiene	Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance</a> .	Low supplies of sanitiser or soap  Lack of tissues in classrooms	M	<ul style="list-style-type: none"> <li>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are thoroughly cleaned and disinfected regularly, including toilets.</li> <li>Hand dryers and hand wash checked and replaced as needed (Premises staff/FM team and cleaning staff).</li> </ul>	31.8.21  Reviewed Jan 2022	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime and staff appropriately protected.	Cleaning staff attendance low	M	<ul style="list-style-type: none"> <li>Review arrangements for cleaning in line with guidance.</li> <li>Wear gloves, apron, wash hands, surgical masks if dealing with known Covid infection, dispose of cloths/mop heads. PPE to be double bagged and stored securely for 72 hours.</li> <li>Additional cleaning staff to work within LFD test centre at start of spring term 2022.</li> </ul>	31.8.21  Reviewed Jan 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.		M	<ul style="list-style-type: none"> <li>Hand sanitiser available at the school entrances and exit points and in corridors.</li> <li>Disposable tissues in classrooms to implement the 'catch it, bin it, kill it' approach.</li> <li>Each member of staff provided with their own supply of hand sanitiser, disinfectant wipes and tissues which can be replenished.</li> </ul>	31.8.21  Reviewed Jan 2022	L
	Sufficient time is available for enhanced cleaning regime to take place.		M	<ul style="list-style-type: none"> <li>Increased cleaning to be put into place if necessary (e.g. if infection rates rise).</li> </ul>	31.8.21  Reviewed Jan 2022	L
	Waste disposal process in place for potentially contaminated waste.		M	<ul style="list-style-type: none"> <li>If there is a known Covid infection, waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</li> <li>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</li> </ul>	31.8.21  Reviewed Jan 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Encourage good personal hygiene	Lack of facilities. Increase hand washing facilities as well as keeping social distancing.		<ul style="list-style-type: none"> <li>Staff and students advised about the importance of frequent handwashing for 20 seconds and thorough drying.</li> <li>Students and staff required to clean hands on arrival, before or after eating and if sneezing or coughing.</li> <li>Advice given to students and staff about not touching eyes, mouth or nose and using tissues for coughing/sneezing – catch it, bin it, kill it.</li> </ul>	31.8.21  Reviewed Jan 2022	L
<b>Classrooms</b>	The number of staff and CYP (children and young person) that can use each room to be limited where possible.	Risk if not enough staff are in- therefore pupil numbers to be reviewed.	M	<ul style="list-style-type: none"> <li>Classrooms measured and capacity assessed.</li> <li>Most rooms can fit 25 students with 1-metre plus distancing so will be set up to accommodate this number.</li> <li>Any classrooms with poor ventilation identified and other control measures put into place (e.g. air conditioning with fresh air circulation).</li> </ul>	31.8.21  Reviewed Jan 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Classrooms have been rearranged to allow as much space between individuals as practical, and excess furniture removed.</p> <p>Keep rooms ventilated by opening windows where possible.</p> <p>Use large spaces where possible and consider opportunities for outdoor learning.</p>		M	<ul style="list-style-type: none"> <li>Furniture arranged to comply with 1m+ social distancing where possible.</li> <li>Students and staff advised that where possible they should stand to one side and not face each other.</li> </ul>	<p>31.8.21</p> <p>Reviewed Jan 2022</p>	L
	<p>Appropriate resources available within all classrooms e.g. IT, age specific resources.</p>	Lack of cleaning wipes	L	<ul style="list-style-type: none"> <li>PC equipment, mouse, buttons, switches all regularly cleaned.</li> <li>Classrooms to be furnished with disinfectant wipes.</li> <li>Guidance in place for cleaners</li> <li>Anti-bac wipes and spray given to staff.</li> </ul>	<p>31.8.21</p> <p>Reviewed Jan 2022</p>	L
	<p>Information posters displayed in key locations around the school.</p>		L	<ul style="list-style-type: none"> <li>Posters at entrance and exit for students and staff</li> <li>'Have you washed them?' signs on toilet doors and next to sinks.</li> <li>Social distancing signage on the floors.</li> </ul>	<p>31.8.21</p> <p>Reviewed Jan 2022</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Staffing	Staffing numbers required for entire eligible cohort have been determined including leadership and support staff such as facilities, IT, midday and office/admin staff.  Including at least one of the following: <ul style="list-style-type: none"> <li>• First aider</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> <li>• Principal or Vice Principal</li> </ul>	Absence of either Principal or Vice Principal, or enough first aiders, or DSL.	H  H	<ul style="list-style-type: none"> <li>• Staff audit re available to work on-site completed.</li> <li>• Names of first aiders, DSL, Office lead, person in charge checked daily by SBR and any issues immediately notified to the Principal.</li> </ul>	31.8.21  Reviewed Jan 2022	M  L
	Approach to staff absence reporting and recording in place. All staff aware.		L	Staff will continue to report daily absence as usual; daily bulletin will be sent to staff by SBR every morning.	31.8.21  Reviewed Jan 2022	L
	Plans to respond to increased sickness levels are in place.  Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	If lack of staff, schools will need to review and could potentially partially close or fully close.		<ul style="list-style-type: none"> <li>• Staff absence will be monitored by S Brian as usual.</li> <li>• Cover for staff who are absent through illness or self-isolation lessons will be put into place as usual.</li> </ul>	31.8.21  Reviewed Jan 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Approaches for meetings and staff training in place.	Face to face meetings preferable where they can be done safely.	M	<ul style="list-style-type: none"> <li>Large staff meetings will be moved online from Jan 2022.</li> <li>Staff training will take place remotely to facilitate distancing.</li> </ul>	3.1.2022	L
	Consideration given to staffing roles and responsibilities with regards to any required remote provision alongside in-school provision.			<ul style="list-style-type: none"> <li>Remote provision will involve teachers making work available electronically to students who are not able to attend school in person.</li> </ul>	31.8.21 Reviewed Jan 2022	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<ul style="list-style-type: none"> <li>Staff made aware of available support and advice for schools and pupils available from the trust, including the Educational Psychology service and counselling services.</li> <li>The leave/Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements.</li> <li>Reduce anxiety of staff or pupils through increasing staff communications.</li> </ul>	31.8.21 Reviewed Jan 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Government plans on test, contact and trace mechanisms will be implemented.</p>		M	<ul style="list-style-type: none"> <li>All staff have received guidance on how to get tested and are clear on the requirement to report symptoms and to self-isolate if they test positive.</li> <li>Lateral Flow Device testing centre for students in first week of spring term.</li> <li>Staff strongly encouraged to test twice weekly at home.</li> <li>All students and staff have been given sufficient LFD tests to facilitate regular testing.</li> <li>All students, staff and parents/carers have been given guidance about early release from isolation with negative LFDs after day 6.</li> </ul>	<p>31.8.21</p> <p>Reviewed Jan 2022</p>	L
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>		M	<ul style="list-style-type: none"> <li>New staff joining the school to be given additional support to ensure they are fully integrated and aware of safety measures.</li> </ul>	<p>31.8.21</p> <p>Reviewed Jan 2022</p>	L
	<p>Revised Covid safety measures are clear for all staff.</p>		M	<ul style="list-style-type: none"> <li>Staff Code of Conduct re-issued to staff, including reference to revised guidance.</li> <li>Guidance will be updated on a regular basis via Teams.</li> </ul>	<p>31.8.21</p> <p>Reviewed Jan 2022</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		L	<ul style="list-style-type: none"> <li>By Director of HR/HR teams in schools.</li> </ul>	31.8.21  Reviewed Jan 2022	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		L	<ul style="list-style-type: none"> <li>N/A</li> </ul>		L
	<p>Arrangements in place for any visitors/contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		M	<ul style="list-style-type: none"> <li>Premises staff briefed about how to manage contractors coming on site.</li> <li>Some parent/carer meetings to take place remotely where possible to minimise risk.</li> </ul>	31.8.21  Reviewed Jan 2022	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, mentors.		M	<ul style="list-style-type: none"> <li>Most externally employed adults should return to working within the building.</li> </ul>	31.8.21  Reviewed Jan 2022	L
	This risk assessment covers all staff. However, a risk mitigation plan should be developed for all BAME staff over 50, as well as any BAME member of staff who would like an individualised risk assessment. An open and collaborative discussion should take place between staff member and line manager. It should be a co-production approach.		M	<ul style="list-style-type: none"> <li>Risk assessment discussions have taken place and forms have been completed for all staff with risk factors including all BAME staff.</li> <li>Staff with individual risk factors asked to review RAs with line managers at start of term in Jan 2022.</li> </ul>	31.8.21  Reviewed Jan 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Group sizes	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	Checked and reviewed daily to ensure 1:15 ratio at all times, and social distancing	M	<ul style="list-style-type: none"> <li>Staffing to be checked on an ongoing basis after Jan 2022 in light of anticipated increases in staff absence.</li> <li>Members of SLT to cover where necessary if staff absence increases.</li> </ul>	31.8.21  Reviewed Jan 2022	L
Social distancing	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.  Follow the <a href="#">coronavirus COVID-19 safer travel guidance for passengers</a>	Staffing for young people with complex needs.	M	<ul style="list-style-type: none"> <li>Students and parents have been reminded about the need to travel safely to school during the present time and to follow relevant safety measures, e.g. wearing face masks on TFL services.</li> </ul>	31.8.21  Reviewed Jan 2022	L
	Approach to assemblies – to include social distancing where possible.		M	<ul style="list-style-type: none"> <li>Assemblies to be held online in first half of spring term 2022, while cases remain high.</li> </ul>	31.8.21  Reviewed Jan 2022	L
	Consider holding meetings online or in larger spaces, and place hand sanitiser in meeting rooms.			<ul style="list-style-type: none"> <li>Hand sanitiser or wipes in all offices and meeting rooms.</li> <li>Large staff meetings to take place online in first half of spring term 2022, while cases remain high.</li> </ul>	31.8.21  Reviewed Jan 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Catering</b>	<p>Review catering COVID-19 risk assessment.</p> <p>Establish clear communication with catering or FM teams if they have COVID-19 symptoms or sickness.</p>		M	<ul style="list-style-type: none"> <li>Catering team to continue usual service from Jan 2022, with some additional safety measures in place to increase safety and reduce infection risk.</li> </ul>	<p>31.8.21</p> <p>Reviewed Jan 2022</p>	<p>L</p> <p>L</p>
<b>PPE</b>	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p>		M	<ul style="list-style-type: none"> <li>Staff and students clearly briefed about appropriate use of PPE and masks.</li> <li>First aid staff will be given visors, gloves and aprons.</li> <li>Face-masks required within the building by all students and staff, in corridors and classrooms.</li> <li>Full PPE required for staff working within the LFD testing centre in January 2022.</li> </ul>	<p>31.8.21</p> <p>Reviewed Jan 2022</p>	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Response to suspected or confirmed Covid-19 case	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action</li> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated- only one pupil at a time.</li> <li>If pupils require personal care onsite and staff cannot keep 2 metres apart, staff should wear surgical masks and disposable gloves.</li> <li>Cleaning procedure in place.</li> <li>Arrangements for informing parents/carers in place.</li> </ul>		H	<ul style="list-style-type: none"> <li>Procedure in place for any students with symptoms to be isolated and Principal informed.</li> <li>CEO/Trust and LBTH Public Health team will be informed immediately if there is a confirmed case.</li> <li>The school will cooperate fully with NHS Test and Trace.</li> <li>Cleaning regime will be reviewed following any COVID-19 case to ensure cleaning products used are correct for infection control.</li> </ul>	31.8.21 and ongoing  Reviewed Jan 2022	L
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>Requirement to self-isolate and take LFD/PCR</li> <li>Arrangements for informing parents/carers of update guidance</li> <li>Arrangements for reporting cases</li> </ul>		M	<ul style="list-style-type: none"> <li>Staff, students and parents/carers informed that anyone with symptoms must not come in to school, must self-isolate and take LFD/PCR.</li> <li>Staff and students required to report positive test results immediately with evidence.</li> </ul>	31.8.21  Reviewed Jan 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
				<ul style="list-style-type: none"> <li>• Process for reporting confirmed cases to local authority and trust in place.</li> <li>• Anyone testing positive can return to school if they have two negative LFD tests 24 hours apart after 5 full days of isolation.</li> <li>• Close contacts or household contacts do not need to self-isolate if they are vaccinated or under-18, as long as they do daily LFD tests for 7 days.</li> </ul>		
<b>Pupil Re-orientation</b>	Approach and expectations around school uniform determined and communicated with parents.		L	<ul style="list-style-type: none"> <li>• Remote assembly to be held on first day back in January 2022.</li> <li>• Students to be given clear guidance about requirement to wear masks in all areas of the school building, about LFD testing and changes to isolation requirements.</li> <li>• Reminders about appropriate uniform and dress code given to parents, carers and students at the start of term.</li> <li>• Guidance about safe wearing of masks issued to students &amp; staff.</li> </ul>	January 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Students asked to bring a water bottle each day, rather than using water fountains.		M	<ul style="list-style-type: none"> <li>Water fountains back in use; students have been advised to bring a bottle of water rather than using shared drinking fountains.</li> </ul>	31.8.21	L
	Increased emphasis on bringing students together and celebrating their achievements in place.		L	<ul style="list-style-type: none"> <li>Full pastoral programme to continue, with increased emphasis on supporting students with social and emotional development.</li> </ul>	31.8.21 and ongoing	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		M	<ul style="list-style-type: none"> <li>School counsellor will continue to provide support for students.</li> <li>Students will also be signposted to other services where appropriate.</li> </ul>	31.8.21	
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> <li>Financial</li> <li>Increased FSM eligibility</li> <li>Referrals to social care</li> <li>PPG/ vulnerable groups</li> </ul>		M	<ul style="list-style-type: none"> <li>Impact will be closely monitored and any additional support provided or appropriate referrals made.</li> <li>Additional vouchers and food packages made available to particularly vulnerable families.</li> </ul>	31.8.21 and ongoing	L
<b>Safeguarding</b>	Individual CYP's risk assessments in place and welfare checks undertaken where appropriate.		M	<ul style="list-style-type: none"> <li>Risk assessments completed where necessary for vulnerable and SEN students.</li> </ul>	31.8.21  Reviewed Jan 2022	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	<ul style="list-style-type: none"> <li>Guidance provided for staff electronically; refresher safeguarding training provided.</li> </ul>	31.8.21	L
	Updated Child Protection Policy in place.		H	<ul style="list-style-type: none"> <li>Addendum to COVID19 Child Protection revised and shared via website.</li> </ul>	6.9.21	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.			<ul style="list-style-type: none"> <li>Work with SEN, social care, early help and other teams ongoing.</li> </ul>	31.8.21	
	Consideration given to the safe use of physical contact in context of managing behaviour.		M	<ul style="list-style-type: none"> <li>Physical contact highly unlikely to be necessary in relation to managing behaviour.</li> </ul>	31.8.21	L
<b>Curriculum/ learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.			<ul style="list-style-type: none"> <li>Curriculum and schemes of learning have been reviewed, including methods of assessment, to ensure they take account of lost learning time.</li> </ul>	31.8.21 and ongoing	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes</li> </ul>			<ul style="list-style-type: none"> <li>Work to adapt the curriculum in light of the situation will be ongoing.</li> </ul>	31.8.21 and ongoing	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.			<ul style="list-style-type: none"> <li>Behaviour policy has been reviewed and addendum created to reflect new government guidance.</li> </ul>	31.8.21	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.		M	<ul style="list-style-type: none"> <li>Reviews have been undertaken for EHCP students as part of risk assessment process; this will be ongoing.</li> </ul>	31.8.21 and ongoing	L
	Annual reviews.		L	<ul style="list-style-type: none"> <li>Virtual annual reviews will revert to face to face at the start of 2021-22.</li> </ul>	31.8.21	L
	Requests for assessment.			<ul style="list-style-type: none"> <li>Any requests for SEN assessment will be responded to as usual.</li> </ul>	31.8.21 and ongoing	
Attendance	Approach to supporting attendance for prioritised year groups determined.	Closure periods have impacted on attendance for some students.		<ul style="list-style-type: none"> <li>Attendance team will follow up with any students who do not attend school or lessons regularly.</li> <li>Home visits will be done for key students whose attendance is a cause for concern.</li> <li>Further action including MASH referral to be done where appropriate.</li> </ul>	31.8.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Communication	Information shared with staff, students and parents/carers around revised guidance.		M	<ul style="list-style-type: none"> <li>All policies, procedures and plans have been shared with parents/carers, students and staff via email and the website and (for staff) via Teams.</li> <li>Staff have been briefed about revised guidance and will be given further guidance on an ongoing basis.</li> </ul>	January 2022	L
	Risk assessment and related plans shared with trustees and governors.			<ul style="list-style-type: none"> <li>To be done once CEO has approved revised risk assessment.</li> </ul>	January 2022	
	Communications with parents/carers: <ul style="list-style-type: none"> <li>Revised guidance</li> <li>Approach to wellbeing/pastoral support</li> <li>Weekly letters keeping parents/carers up to date with revised guidance</li> </ul>		M	<ul style="list-style-type: none"> <li>Plans and guidance have been shared in full with parents/carers.</li> <li>Revised RA to be shared on website once approved by Trust.</li> <li>Welfare calls made to any students who are isolating, at least once a week and more often to the most vulnerable and SEN students.</li> </ul>	31.8.21 and ongoing	L
	On-going regular communication plans determined to ensure parents are kept well-informed		M	<ul style="list-style-type: none"> <li>Letters, website updates, phone-calls and social media used to keep parents and carers updated.</li> </ul>	31.8.21	L

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Governors/ Governance	Governors and trustees are clear on their role in the ongoing situation, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.		M	<ul style="list-style-type: none"> <li>Scheme of delegation means trustees hold the risk and decision making authority, with guidance from executive.</li> <li>Chair of LGB has also been fully involved in consultation and decision making.</li> <li>Chair of LGB holds regular Teams meetings with Principal.</li> </ul>	31.8.21 and ongoing	L
	Certain aspects of governance have been on hold in order to deal with the immediate situation; most normal activities will resume in 2021-22.			<ul style="list-style-type: none"> <li>Trustees' conference summer and LGB away day to be held in 2021-22.</li> </ul>	31.8.21	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<ul style="list-style-type: none"> <li>Through CEO, Principals and Director of Finance and reported to DFE and trust finance committee.</li> </ul>	31.8.21 and ongoing	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<ul style="list-style-type: none"> <li>N/A</li> </ul>	31.8.21 and ongoing	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<ul style="list-style-type: none"> <li>In place</li> </ul>	31.8.21 and ongoing	L
	Insurance claims, including visits/trips booked previously.			<ul style="list-style-type: none"> <li>N/A</li> </ul>	31.8.21 and ongoing	L