



ST MICHAELS CATHOLIC COLLEGE
Health and Safety policy: COVID-19 addendum

1. Scope

This addendum applies until further notice.

Unless covered in this addendum, our normal Health and Safety policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Safety within the College

2.1. Classrooms and Corridors

The classrooms have been arranged to meet the Governments social distancing guidance, with Year 10 rooms capped at 17, Year 12 at 12 and the Keyworker group at 15. On entry to all classrooms in use there is a hand sanitiser and by the teacher desk a disinfectant spray, a cloth, gloves and goggles have been provided for teachers to wipe down their desk after use. Unnecessary furniture, materials and chairs with a fabric covering have been removed.

2.2. Canteen and corridor supervision

The overall responsibility lies with the Principal but it is delegated to the teachers on duty at break time, lunchtime and throughout the school day. The Principal or a senior member of staff will always be available in cases of emergency. Staff have been informed that if they require assistance from a member of SLT they should email the admin staff so that they can get the appropriate member of SLT.

3. Medical procedures

3.1. Administering of medicines in college

Children are not allowed to administer medicines to themselves unless supervised.

A record of all known students' health problems that staff should be aware of is kept by the school nurse Ms Chabaud/Ms Carr and passed on to relevant staff. These records are continually updated.

3.2. Dissemination of Health Information

Parents inform college of their child's health problems through various channels - It is essential that whoever is informed should complete a **medical information form** (available in G08), and hand it to Ms Carr who will ensure that health registers are updated and that the form tutor and L/L are informed. The L/L or Ms Carr will make sure that where appropriate, information is disseminated to staff (this information may be sensitive, in which case discretion is needed).

3.3. Medical room and Pupil illness procedure

From Monday 15th June, there will be two medical rooms. If a pupil requires medical assistance staff should email admin to inform them and send the student to one of two places:

G08 – Medical room for all things except Coronavirus symptoms. When not doing other things the designated first aider will be in this room.

St Michael Catholic College Health & Safety Policy COVID-19 Addendum 2019-20 plus Risk Assessment for wider opening of the college

G22 – Medical isolation room, if a pupil has suspected Coronavirus symptoms.

Staff will be informed of any pupils that have medical conditions which require them to be escorted and have been asked to use their judgement if they feel that a student may need help leaving the classroom due to illness.

The member of staff should use their judgement about how genuine or serious the case is. The First Aider will decide what action is to be taken, sometimes in consultation with SLT. Other members of staff should not make the decision to contact parents or to send pupils home (only the Principal or SLT in charge on the day can give permission for a pupil to be sent home).

Debbie Carr
Catherine Hayden
Charlotte Perkins
Suraj Pillai
Elizabeth Iwobi
Jai Hoyt
Darren Sullivan
Antonia Holder
Titus Akeredolu

Pupils will only be sent home if parents can be contacted and their agreement is given. Any pupil being sent home will be recorded in the register.

3.4. First Aid

The Certificated First Aiders are:

Premises staff or a designated First Aider will be on duty for the duration of the school day (7.30-4.30).

The Appointed Person is: Ms Debbie Carr

A First Aid Box can be found in: The Main Office, Science prep. rooms in both buildings.

First Aid procedures for someone with suspected Coronavirus symptoms: The student/member of staff is sent to G22, admin are informed so that they can locate the on duty first aider. The first aider goes to G08 to put on their PPE then goes to G22 to check the student.

The first aider will conduct a temperature check and discuss other symptoms. If the first aider feels that it is a suspected case of coronavirus they will inform the Principal or SLT in charge on the day. The first aider or SLT will call home to inform parents and ask that they come to collect their child. The student will remain in G22 until a parent/guardian has come to collect them, before leaving the child will be given a face mask to travel home with. The member of staff that calls home should remind the parent/guardian to have their child tested and of their responsibility to inform the college of the result. If it is a member of staff, Ms Corcoran or SLT on duty will organise transport home.

The SLT member will email Ms Corcoran, Ms Nottage and Ms Carr to inform them that a child/member of staff has been sent home with suspected coronavirus symptoms. Ms Carr/Ms Nottage will make a follow-up phone call to students and Ms Corcoran will make a follow up call to staff the next day to check on the student and progress with the coronavirus test. If COVID-19 is confirmed, Ms Carr will record this in the isolation register and SLT will be informed about when the student/member of staff is allowed back in school. All students and staff who have come into close

contact with the student /staff member will need to self-isolate for 14 days. Ms Corcoran will send a letter out informing staff and parents of the situation

3.5. Accidents, Incidents, Near Misses and Dangerous Occurrences

All will be recorded and reported in accordance with Southwark Education and Lifelong Learning Department Policy. The pupil Accident book, Employee Accident Book (BI 510) and HS1, HS3 Report forms are kept in the main office with Mrs Shaw. The accident report book for students is in G08.

3.6. Accident Procedure

- The college's first aid equipment for general use are located in the Medical room (G08), Science Prep rooms and the Main Office.
- All accidents to pupils/staff should be reported to Ms Carr who will report each incident to the borough using forms HS1/HS3 (appended). These will be copied to the Principal. Ms Carr is responsible for the completion of the forms but is likely to ask staff to complete parts of these forms.

4. Risk Assessment

The Principal will ensure that risk assessments as required under the Management of Health and Safety at Work Regulations 1999 and the Fire Precautions (Workplace) Regulations 1999 are carried out for the college activities and operations and for premises related issues. The assessments will be used to identify health and safety hazards and ensure that where they cannot be eliminated the associated risks are reduced or otherwise adequately controlled.

Ms Corcoran, in conjunction with Ms Nottage and Mr Gale produced a detailed COVID-19 risk assessment for Wider opening on Monday 15th June, this was shared with staff and governors and is Appendix 1.

5. Fire Safety procedures

5.1. Calling the Fire Brigade

All outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Brigade by the quickest means available. The **responsible persons** for calling the Fire Brigade is **the member of the admin team on reception** as they have a telephone readily available.

However, any member of staff on discovering a fire can call the Fire Brigade by dialling 999.

5.2. Evacuation

The evacuation procedure remains the same with some small difference which are outlined below:

- Students should be led to the nearest exit in a calm and orderly fashion as quickly as possible. Getting everyone out of the building as quickly as possible is the priority so it will not be possible to follow social distancing guidelines until at the Muster point.
- One of the admin team to get the key for the back gate and immediately proceed to open the gate.
- **The member of the admin team who called the fire brigade** to collect the **Attendance Registers** and bring to the muster point and distribute to staff on arrival. They should also print out the **Staff and visitor log in** information from the Inventory system sheets and bring to the muster point to check attendance on arrival at the muster point and report any missing persons to the Principal or the senior person.

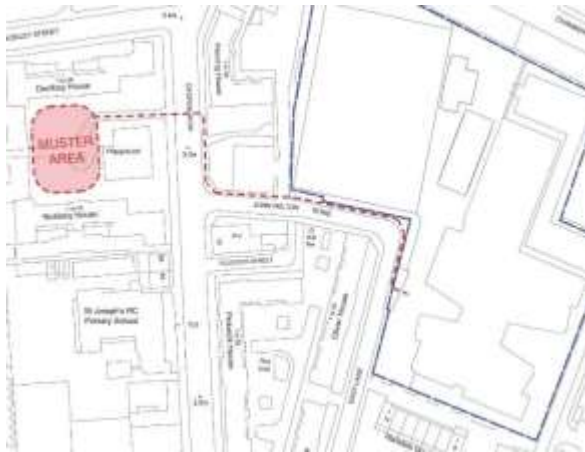
- **On Mondays and Fridays, Mrs Ferguson on all other days FCO or SLT on duty** to bring the emergency bag to the muster point, which contains hard copies of registers, staff list and staff and students next of kin contact details.

5.3. Fire Marshalls

Staff teaching at the time are responsible for the safe evacuation of students in their class. Premises staff assigned to each floor will act as fire marshalls during this period and will check all classrooms and areas are free of staff and students before leaving the building.

5.4. MUSTER POINT

The Muster Point will be the ground to the front of Dombey and Nickleby House (see attached map).



Once at the muster point students should line up at the appropriate social distance of 2 metres apart.

5.5. Roll Call

The teacher who was most recently with the class should collect their register from the admin team on arrival at the muster point and on completing their register, report any missing persons to the Principal or the senior person in charge at the muster point

ANY MISSING PERSONS TO BE REPORTED IMMEDIATELY TO THE SENIOR PERSON IN CHARGE WHO WILL IN TURN NOTIFY THE BRIGADE AND FCO.

5.6. Return to the building

On confirmation that it is safe to return to college, students should be led back at the appropriate social distance of 2 metres apart.

6. Emergency procedures – Amber and Red alert

Procedures remain the same.

7. Staff training

Before Wider opening on Monday 15th June 2020, all staff due to come into school attended training on procedures and duties when in school. During the training staff had the opportunity to ask questions and were reminded that they could direct any further queries to Ms Corcoran and/or Ms Nottage.

All staff were also provided with group specific procedure sheets with relevant information for reference.

Health and Safety Contacts

Key Manager:

Name: Ms Felicity Corcoran
Title: Principal
Emergency: 07796 616591

Persons designated to act in the Key Manager's absence:

Name: SLT in charge
Title: Vice and Assistant Principals

Safety Representative:

Name: SLT in charge
Title: Vice and Assistant Principals

**Education and Lifelong Learning Department
Departmental Health and Safety Adviser**

Health & Safety Adviser - (Consultant) Linda Green Tel: 020 7525 5035

Southwark Health & Safety Adviser: Dave Norwich Tel: 020 7525 5034

Appendix 1 COVID-19: Operational risk assessment for wider opening – 15th June 2020.

JUNE 2020

Signed:.....Date

Chair of the Governing Body



St Michael's Catholic College
Risk Assessment for Wider Reopening on
15th June 2020

COVID-19: Operational risk assessment for wider opening of the college

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

[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](#)

Assessment conducted by:	F Corcoran J Nottage W Gale	Job title:	Principal Assistant Head i/c H&S+ DSL Premises Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	22/05/20	Review interval:	Fortnightly	Date of next review:	Reviewed 05/06/20 Next review 19/06/20
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Related documents	
<p>Academy documents:</p> <p>SMCC Buildings and Site remobilisation plan June 2020 SMCC behaviour policy SMCC safeguarding policy</p>	<p>Government guidance:</p> <p>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</p>

Risk matrix

Risk rating High (H), Medium (M), Low (L)	Likelihood of occurrence		
	Probable	Possible	Remote

Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied		<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home. 	In progress	<ul style="list-style-type: none"> Timetable to be confirmed once date for wider opening agreed 	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing		<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In secondary schools, typically the year group stays together and does not mix with other pupils. There will be no mixing between teaching groups. 	Yes	<ul style="list-style-type: none"> Signage in place by 29th May 	L
Large spaces need to be used for teaching		<ul style="list-style-type: none"> Limits set for large spaces (e.g. double classrooms, hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes		L
1.3 Availability of staff and class sizes					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning		<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Confidential survey used to inform decision making and staff advised to work from home if necessary.. 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 SLT to supervise classes is in place. Full use is made of testing to inform staff deployment. 	In progress	<ul style="list-style-type: none"> Issues if more than 5% of staff are not available to work 	M
			No	-Track and trace has now started but limited to dated	M-H
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen		<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. EHCP updated plans shared with LA and parents. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. 	Y	<ul style="list-style-type: none"> Any risks to vulnerable students fully shared with relevant agencies to avoid increase to high risk situation 	M
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines		<ul style="list-style-type: none"> Start and departure times are staggered for staff and different groups of students The safest of entrances and exits have been exercised and are clearly marked Different entrances/exits are used for different groups when needed. Staff and pupils are briefed and signage provided to identify which entrance and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. 	Yes		M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. Staff on duty in local area at varying start and finish times to prevent pupils breaching social distancing guidelines. 			
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines		<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where needed. 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 the same classrooms and staff moving round. Lunch change overs are staggered to avoid overcrowding. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 	In place	Signage to be completed once number of groups finalised	M
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened		<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Exam syllabi are covered at both KS4 and KS5. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> Staff areas and offices have been reviewed and closed as appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of the identified, designated staff working spaces. No food to be consumed in staff work places, Staff to use S14 in the main building for lunch and the café area in the new build. 	Y		M
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar, timetabling and workplan because of COVID-19 measures		<ul style="list-style-type: none"> School calendar for the summer term revised. Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum preparation and timetable planning for September in process 	Y		L
Pupils moving on to the next phase in their education do not feel prepared for the transition		<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. This involves virtual transition resources for 6th form and new year 7 intake. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. 	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Regular communications with the parents of incoming pupils put into place, including letters, newsletters and online broadcasts. Individual communication with new Year 7 students who have EHCP plans and their parents. 			
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> 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		L
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances		<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	In place	<ul style="list-style-type: none"> Safeguarding updated, behaviour in process and fire evacuation plan in process Additional staff H/S and fire safety training to be provided ahead of wider opening 	M
1.12 Communication strategy					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority 	Y		L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<p>Training programmes are in operation for all staff prior to reopening, and include:</p> <ul style="list-style-type: none"> • H+ S including Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	In place	<ul style="list-style-type: none"> • Training to take place Thurs 11th June via Zoom 	M
New staff are not aware of policies and procedures prior to starting at the school when it reopens		<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	Y	<ul style="list-style-type: none"> • Online/telephone induction for new staff in place 	L
1.14 Free school meals					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school		<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Y		L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.		<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times 	Y	<ul style="list-style-type: none"> All details on the full plan and any updates communicated to relevant staff 	L
1.16 School transport					
Changes to public transport schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times		<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Details kept on a spreadsheet and updated as needed. The governments travel plan and advice for using public transport is shared with staff, students and parents. Staggered starts supporting use of public transport outside of peak times, Car park available to any staff member All those using public transport advised that face coverings are mandatory from 15th June. 	Y		M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required		<ul style="list-style-type: none"> A revised timetable for cleaning staff (including any deep cleans) is organised and agreed by WGA An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased and guidance on wearing PPE to be followed. 	In progress		M
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency		<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Check that lidded bins are in every classroom. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y	<ul style="list-style-type: none"> Final monitoring timetable to be confirmed by WGA once date of wider opening is confirmed 	M
Pupils forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters 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. 	In progress		M
2.3 Fabric					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
The use of fabric chairs may increase the risk of the virus spreading		<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Y		L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing		<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. 	N	<ul style="list-style-type: none"> Still awaiting government announcement 	M/H
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		<ul style="list-style-type: none"> 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 the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays 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. 	In progress	<ul style="list-style-type: none"> Letter to parents of Year 10/12 to be sent out with expectations agreed and signed by parents and students ahead of any student being allowed to return. 	H
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		<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance will be re-explained to staff and pupils as part of the H/S training process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y		M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/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		<ul style="list-style-type: none"> 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 will be re-explained to staff and pupils as part of the H/S training process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y		M
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. 	In progress	<ul style="list-style-type: none"> Plans for additional training in progress 	M
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.(G08 and G22 to be used) Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> New equipment ordered and in school already 	M
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations using Edulink/website/letters as appropriate A COVID-19 section on the school website is created and updated. 	In progress	Covid-19 section on the website currently being created.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regularly via Edukink, text and the school's website. 	Y	<ul style="list-style-type: none"> 	M
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Teaching/support staff who chose to can wear PPE and this will be provided by the college. Those staff required to wear PPE (premises/ cleaning staff/first aiders) 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. 	In progress	<ul style="list-style-type: none"> PPE training to be organised ahead of wider opening 	M/H
3. Maximising social distancing measures					
3.1 Pupil behaviour					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>		<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • No large gatherings • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. This includes a home school agreement for students and parents. • Senior leaders monitor areas to avoid breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. 	<p>In progress</p>	<ul style="list-style-type: none"> • Letter + home school agreement to be signed by parents and students to parents to be sent out week beginning 8th June. 	<p>M</p>
<p>3.2 Classrooms and teaching spaces</p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures		<ul style="list-style-type: none"> • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	In progress	<ul style="list-style-type: none"> • Currently in the process of removing furniture not in use 	L
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors		<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where needed • Corridors are divided where needed. • 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. • Pupils remain in the same classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	Y	<ul style="list-style-type: none"> • 	M
3.4 Break times					
Pupils may not observe social distancing at break times		<ul style="list-style-type: none"> • Break times only for key worker/vulnerable students due to later start times for Year 10 and 12 • 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, to support social distancing. 	Y	<ul style="list-style-type: none"> • 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
3.5 Lunch times					
Pupils may not observe social distancing at lunch times		<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, packed lunch offer for all students and additional space for lunch tables created to ensure social distancing. • Eating areas are cleaned in-between each group and after lunch. 	Y	•	M
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures		<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Each group to be assigned their own set of toilets. • 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. 	Y	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash hands 			
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures		<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. G22 Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> 	M/H
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Additional screen in place in reception. 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. Visitors by appointment only. Arrangements are in place for segregation of visitors. 	Y	<ul style="list-style-type: none"> 	M
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<ul style="list-style-type: none"> Start and finish times are staggered. Staff on duty at varying start and finish times to prevent pupils/parents breaching social distancing guidelines. The use of available entrances and exits supports careful management of students. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. 	Y	<ul style="list-style-type: none"> 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing		<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings. 	In progress	<ul style="list-style-type: none"> Government/TFL guidance to be sent out to parents/staff High risk would be due to staff/students not following guidelines for public transport. 	M/H
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic		<ul style="list-style-type: none"> Reconfiguration of staff spaces and closure of faculty basis has been undertaken prior to the school opening to allow for social distancing between staff. 	Y		M
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them		<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. Guidance and risk assessment from BAME Ed used to assess specific risks to BAME staff/students/families and support in identifying any adjustments required. BAME Staff and students to be 	Y	<ul style="list-style-type: none"> Pupil list to be updated again prior to wider opening to Year 10 and 12 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
		contacted individually if needed following analysis of the staff and student surveys and to carry out a further risk assessment if needed.			
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them		<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. Guidance from BAME Ed used to asses specific risks to BAME staff and support in identifying any adjustments required. 	Y	<ul style="list-style-type: none"> Staff list be updated again following the most recent staff survey 	M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils’ mental health has been adversely affected during the period that the		<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 	In progress	<ul style="list-style-type: none"> Additional resources are in the process of being 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> 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 through PSHE lessons online Bereavement policy has been created and a group of identified staff staff are being trained to support students and families as needed. Resources/websites to support the mental health of pupils are provided. E.g Kooth 		collated and additional activities/ workshops are being prepared for students	
5.2 Mental health concerns - staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. E.g. Education support network, union info etc 	Y		M
Working from home can adversely affect mental health		<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 		<ul style="list-style-type: none"> Work plans tbc once date for wider opening has been confirmed 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Social activities in place for all staff, including a weekly online coffee morning 			
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> The School has undertaken additional bereavement training and a new bereavement policy has been written and will be implemented. The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Y		L/M
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
Educational provision must still be maintained for priority children when the school reopens		<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Y	<ul style="list-style-type: none"> • Review of EHCP students and extending onsite support to them has been undertaken. 	L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of pupils/staff • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils will be briefed on any new evacuation procedures as part of H+S training ahead of the wider opening. • Fire marshals have been trained and briefed appropriately. 	In process	<ul style="list-style-type: none"> • A review is underway and new procedure will be in place before wider opening. 	M/H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	In process	<ul style="list-style-type: none"> Will be in new procedures agreed ahead of wider opening 	M/H
Fire marshals absent due to self-isolation		<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	In process		
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been checked in line with usual H/S calendar and statutory requirements as the school has not closed since 20th March (Except for Weekends and Bank Holidays) All systems checked in line with guidance produced by unions Buildings management plan created and in place 	Y		M
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y	<ul style="list-style-type: none"> All up to date and as per schedule as the college has remained open 	M
7.3 Contractors working on the school site					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • 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. • Temperature checks are carried out on arrival and before entering the school building. • 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	<ul style="list-style-type: none"> • Contractors to use car park entrance only and report to site office and then be escorted round to reception (at an appropriate social distance) for formal signing in 	M/H
8. Finance					
8.1 Costs of the school's response to COVID-19					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No /in progress)	Further action/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Academy finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. The school's projected financial position has been shared with governors. 	In process	<ul style="list-style-type: none"> Finance and resources committee meeting arranged for 24th June 	M
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y		L