



St Michael's Catholic College
College Operational Risk Assessment
March 2021

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COVID-19: OPERATIONAL RISK ASSESSMENT FOR SECONDARY SCHOOL REOPENING

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2nd July 2020 as follows:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Assessment conducted by:	Felicity Corcoran and Jo Nottage	Job title:	Principal and Assistant Principal	Covered by this assessment:	Staff, students, contractors, visitors, volunteers
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Date of assessment:	03.03.21	Review interval:	Day to day operational plan fortnightly. Operation and H+S risk assessments monthly	Date of next review:	19 th March 2021
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Related documents	
<p>Academy/Local Authority documents:</p> <p>This risk assessment should be used in conjunction with the following documents:</p> <p>College Health and Safety Risk Assessment</p> <p>College operational plan March 2021</p> <p>College remote learning protocols +procedures</p> <p>College recovery curriculum 2020-21</p>	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/966846/Schools_coronavirus_COVID-19_operational_guidance.pdf</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>

College Catch up Provision plan 2020-21	
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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)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening in secondary schools					
1.1 Organisation of 'bubbles' in full year groups					
Unintended mixing between year groups will increase the risk of the virus spreading	M	<ul style="list-style-type: none"> There is full compliance with the 12 PHE system control measures set out in the latest government guidance which includes all students being offered 3x lateral flow covid tests upon return and then twice weekly home testing from 08/03/21 and staff being offered twice weekly home tests from 07.03.21. These have been updated in light of DfE guidance published on 22/02/21 Phased return from 8th March for initial LFT tests and face to face teaching also ensures unintended mixing. Each year group is allocated a designated set of rooms/spaces and stays within this area except for specialist teaching (e.g. science, technology, art) or when using the dining room or other shared spaces. All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group. 	Y	Clear routes in place for all year groups when movement across the college is required. Route information to be placed in all tutor rooms.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Planning and Schemes of Work are reviewed and revised to minimise the use of shared and specialist facilities by bubbles one after the other and to maximise the use of teacher demonstrations rather than practical activity by students. • Students observe hygiene guidance and wash hands frequently. • Teachers moving between groups will comply with social distancing and hygiene guidance. From 08/03/21 all staff and students will be wearing face coverings indoors, including classrooms, communal areas and corridors. Students who are medically exempt will wear a lanyard to support with/remind about social distancing. Staff who are medically exempt will be offered visors to wear and a lanyard. • Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). • Staggered arrival and leaving times; designated break time and lunch times provision for each year group. • Social distancing is fully observed and face masks are worn when small groups of students are withdrawn (e.g. for SEND students), in Alternative Provision/internal inclusion units and when students are in detention. 		<p>Face covering requirements for within classrooms is a temporary measure in line with updated DfE guidance 22/02/21 and will be reviewed at Easter.</p> <p>See details in college opening plan re: specific arrangements for SEN/TAP/Counselling withdrawal.</p>	
1.2 Organisation of teaching spaces					
Teaching students in full classes will increase the risk of the virus spreading	M	<ul style="list-style-type: none"> • There is full compliance with the 12 PHE system control measures set out in the latest government guidance. This includes updates published on 22/02/21 for resumption of face to face teaching from 08/03/21 • Students offered 3 initial LFT covid tests onsite upon return and then twice weekly home LFT tests from 08/03/21. Staff offered twice weekly home LFT tests from 07/03/21. Staff testing to take place at home Sunday and Wednesday evenings. • Students observe hygiene guidance and wash hands frequently. 	Y		M

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach.</p> <ul style="list-style-type: none"> • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place. • Contact between individuals is minimised and social distancing maintained wherever possible. • Staff maintain distance from their students, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. • Staff and students to wear face coverings when indoors, including when in classrooms from 08/03/22- unless medically exempt and evidence of exemption noted on medical records so students can be supported and safeguarded as needed. We are taking this additional precautionary measure for a limited time during due to the prevalence of Covid-19 in the community and this will be reviewed at Easter. • Students are seated side by side and facing forwards, rather than face to face or side on. • Unnecessary furniture is moved out of classrooms to make more space. 		<p>Students who are medically exempt will wear a lanyard to support with/ remind about social distancing. Staff who are medically exempt will be offered visors to wear and a lanyard.</p> <p>Seating arrangements will be adapted to ensure social distancing is possible for any student whose parents withhold consent for LFT covid tests and who are also medically exempt from wearing a face covering or whose parents refuse to allow their child to wear a face covering in classrooms. This control measure is required to reduce the possibility of transmission of infection between them and other students and vice versa.</p>	

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The use of shared spaces and specialist classrooms increases the risk of infection between year groups		<ul style="list-style-type: none"> Shared spaces and specialist classrooms to be used by one discrete year group at a time. Large and specialist spaces are cleaned and disinfected thoroughly before and after use. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing, where possible. 			M
1.3 Staffing					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	H	<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. The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity. Dialogue is held with Unions on the school's approach to staff returning to work. Union checklists and BAMEed Guidance used to inform risk assessments 	Y	<p>Remote learning plan in place for students or year groups required to isolate Remote working expectations for staff required to isolate but who are well have been shared and agreed.</p> <p>Clinically extremely vulnerable staff and students have been directed to shield until 31.03.21. They are due to return to the college after the Easter unless shielding is extended or if doctors/medical teams advise for them to remain at home. Risk assessments and health care plans to be updated by LCH and any reasonable adjustments required identified and implemented.</p> <p>All staff who had a risk assessment to return to the college site in Sept 20 e.g. CEV,</p>	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				CV, BAME have had risk assessment updated as necessary to support with wider opening from 08/03/21 All staff have been required to complete a confidential health survey (from 25/02/21) and the Principal has responded to individual concerns raised and identified actions required to support these staff as appropriate.	
1.4 The school day					
The start and end of the school day create risks of contact between discrete year groups	H	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and students are briefed, and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. 	Y	Staggered return required to carry out LFT covid testing from 08/03/21	M
1.5 Planning movement around the school					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Movement around the school risks contact between discrete year groups	M	<ul style="list-style-type: none"> Year group 'bubbles' remain in their designated bases for most of their learning. Staff moving between year groups observe social distancing and hygiene procedures at all times. Set routes, staircases and toilets for each year group are in place. Corridors are divided where feasible. Appropriate duty rota and levels of supervision are in place. All students and staff wear to wear face coverings when indoors in all classrooms and communal areas unless they have a medical exemption. 	Y	See addendum on operational plan 08/03/22 re: face coverings. The position on face coverings in classrooms will be reviewed at Easter and this is expected to be for a limited time.	L
1.6 Curriculum organisation					
Having missed weeks of learning, students will have fallen behind in their progress during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> The college continues to develop and implement the comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of students in terms of curriculum and knowledge, and monitor the impact of interventions this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. Gaps in learning will be assessed and addressed systematically in teachers' planning. Home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified. Remote learning from 05/01/21- 08/03/21 – involved a significant amount of live teaching and live registration every day. Tracking data (effort and behaviour grades for year 11+13) and mentions for all students used to monitor engagement/quality of work submitted. Middle leaders will ensure that exam syllabi are covered. Arrangements for assessing and gathering evidence for Year 11 and 13 students to generate grades for qualifications agreed and 	Y	<p>Additional staff have been recruited to oversee and run catch up interventions.</p> <p>The impact of catch up interventions will be regularly assessed and monitored by SLT and LOLS.</p> <p>Cause for concern lists created for each year group- parents informed – remote meetings held as needed.</p> <p>Webinar for Year 11 and 13 parents re: awarding of grades to be held on 10/03/21</p> <p>College calendar updated with Year 11/13 assessment points</p>	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		formal procedures in place. They will be shared with staff, students and parents from 03/03/21.		and deadlines for data entry, checking and inputting grades to the exam boards.	
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	M	<ul style="list-style-type: none"> Learning activities for which there is a greater risk of infection are identified and relevant staff informed. Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. Enrichment activities are reviewed and revised accordingly. 	Y	<p>See details in college opening plan re: specific arrangements for practical subjects.</p> <p>From 22/03/21 extracurricular after school clubs will begin again</p> <p>Music performances for the end of term liturgies will be recorded and shared remotely.</p>	L
Trips and visits pose risks to infection control	H	<ul style="list-style-type: none"> There will be no day, residential or overseas trips at present. Where possible opportunities for enrichment will take place remotely. 	Y	There will continue to be no trips this term and the situation about local trips will be reviewed in the summer term 2021	L
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff spaces and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Additional spaces G19, G20, the library and desks in the sports hall to continue to be used during the day when teaching staff do not have lessons. 	Y	Staff reminded of expectations in updated operational plan from 08/03/21 and at a staff meeting on 03/03/21	L

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		<ul style="list-style-type: none"> At lunchtimes the following rooms will also be available to staff: S36 and S37: Mon 4b Tues-Fri 4a & 4b NF1: Mon-Fri 4b only. Areas for seating in staff café areas has been marked out- staff must stick to those areas. It is not permitted to sit on tables. Strict limits are in place of the number of staff who can be in staff spaces, faculty bases and offices at all times. Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. 			
1.8 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar, college improvement plan and SEF because of COVID-19 measures	L	<ul style="list-style-type: none"> School calendar for rest of 2020-21 finalised within the context of the latest guidance on full reopening. The calendar may be subject to change at short notice. Senior Leadership Team (SLT) and college improvement plan informed by updated reopening plans and latest guidance. 	Y	The calendar has been updated for the 2 nd half of the spring term by to reflect the national lockdown situation. Meetings will continue to take place remotely	L
Students moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> A plan is in place for relevant staff (SLT, LOLS, Careers advisor) to speak with students and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with students' transition. Regular communications with the parents of students are in place, including letters, newsletters and video clips. Virtual meetings have been made available for parents of new Year 7 students and KS3 and KS4 workshops to support with remote learning and Google classroom. Online curriculum evenings have taken place for all year groups. Guidance meetings for potential 6th form students to take place via School Cloud-internal and Zoom- external to ensure students are fully briefed. 	Y	<p>A programme called School Cloud has enabled the college to arrange virtual face to face parents evening meetings with KS4 and 5 parents in the spring term. It will be used for all further parents' evening meetings this year.</p> <p>The college careers advisor Angela Bennett- Wilson provided remote</p>	L

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		<ul style="list-style-type: none"> 		<p>careers meetings via zoom between 05.01.21 to 05.03.21 to ensure high quality provision in place during the national lockdown.</p> <p>University interviews were arranged remotely as needed- including on the college site where necessary to support students.</p>	
1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions about reopening	M	<ul style="list-style-type: none"> Online meetings continue to be held regularly with governors as per the usual timeframes. The Chair of Governors (and committee chairs if necessary) is involved in key decisions on wider opening and sent key documents for consultation and information as required. The Chair of Governors is kept fully informed by the Principal of all arrangements and key developments. The Chair of Governors briefs the Governing body via email on key decisions and developments as and when needed, this includes the latest government guidance and its implications for the college. 	Y		L
1.10 Policy review					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on resumption of onsite learning from 8th March 2021 reopening and its implications for the college. This applies particularly to guidance and policy on attendance, lateral flow testing and face coverings from 8th March. Staff, students, parents and governors have been briefed accordingly. Parents supported by college staff if they have concerns and directed to Southwark back to school team if they are unwilling to send children back on 08/03/21 unless evidence of students' CEV/shielding status is provided. 	Y	<p>Addendums have been made to the day to day organisational plan re: face coverings from 08/03/21</p> <p>School nurse LCH to support students who are required to shield until 31/03/21 or later and families as necessary.</p>	L
1.11 Communication strategy					
Key stakeholders are not fully informed about the plans for reopening and their implications	H	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Students Parents Governors Education Commission Local authority Professional associations Other partners 	Y	<p>Parent focus group was consulted at the start in February- re: feedback on remote provision.</p> <p>Parent surveys will be carried out as each year group continue to have their open evenings.</p> <p>Staff will be consulted again ahead of the wider reopening.</p> <p>Videos/webinars created as needed by SLT to promote clear</p>	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				communication with staff and parents. Regular meetings with union reps and updates provided.	
A last-minute lockdown situation prevents effective communication with students, parents and staff regarding contingency arrangements	H	<ul style="list-style-type: none"> Contingency plans are in place, including arrangements for remote learning, pastoral care and safeguarding. A communication strategy for students, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. Edulink is the identified method of communication. Contact records for students, parents and staff are kept up to date. 	Y	Remote learning plans meet DFE legal requirements that began on 22/10/20 Contingency plans for move to full remote learning and resumption of key worker/vulnerable provision enacted in full and successfully from 05.01.21 due to new national lockdown. All info provided to parents by Edulink and video. All info provided to staff via email and zoom meetings.	M
1.12 Student attendance					
Student attendance is lower than expected due to parental concerns about students' safety from infection	H	<ul style="list-style-type: none"> Communication with parents reassures them about the safety of resumption of face to face schooling from 08/03/21 under the latest government guidance. Students/parents who are particularly anxious identified ahead of the return and contact has been made/ meetings arranged to support as needed. 	Y	Letter re: resumption of face to face teaching from 08/03/21 and lateral flow testing sent to parents on 26/02/21	M

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		<ul style="list-style-type: none"> • Dialogue is held with parents who have concerns, referrals to be made to Parent Partnership team or Southwark Back to School team as needed. • Attendance officer to resume production of weekly attendance updates for the Principal, SLT and LOLS from week beg 08/03/21. Actions are identified to support students to return to college and/or attend every day. Letters sent to those below certain expected thresholds and follow up to external agencies as required. • One to one support sought from the LA back to school team on a case by case basis. 		Video of return to college expectations by FCO created and link sent to parents on 05/03/21	
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> • Risk assessments, Key policies and the plan for resumption of face to face teaching are shared with staff ahead of 08/03/21. • A detailed H/S briefing included at staff meeting on 03/03/21 to talk through: <ul style="list-style-type: none"> • The 12 PHE system control measures set out in the latest government guidance • Organisational arrangements (i.e. year groups operating as 'bubbles') • Infection control including lateral flow tests • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	Y	This relies on every member of staff fulfilling their responsibilities.	M
New staff/trainees are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff/trainees – either online prior to them starting. • New staff have a designated member of SLT and a buddy to support them with their induction at the college • Trainees have a designated member of SLT and dept mentor to support them with their induction. 	Y		

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		<ul style="list-style-type: none"> Any training needs e.g. Google classroom are promptly identified and addressed. NQT/ITT CPD programmes run as normal but with social distancing measures in place. This CPD will focus on key college policies. 			
1.14 Free school meals					
Students eligible for free school meals do not receive them due to discontinuity during the school closure period	M	<ul style="list-style-type: none"> A member of the school's administrative team (SSH) continues to be tasked with ensuring that the list of students eligible for free school meals is accurate and up to date and that students receive free meals when in school. In the event of a partial/full closure vouchers will be issued to families whose children are eligible for FSM. Vouchers were issued to parents of fsm students during the October half term, thanks to the LA agreeing to fund the costs. 	Y	LA will be funding FSM provision for the school holidays. Vouchers are currently being sent to families of students isolating who are in receipt of fsm.	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.	H	<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 students enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used School trips and visits 		Risk assessments continue to be checked and updated when new DFE guidance is issued.	L
1.16 School transport					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Changes to public bus schedules as a result of COVID-19 adversely affect students' attendance and punctuality .</p>	<p>M</p>	<ul style="list-style-type: none"> • The details of how students will travel to and from school are known prior to wider opening. • Information is provided to parents/carers about alternative ways of travelling to and from school, including cycling and walking. All students living within 1 mile of the college will be expected to walk to and from the college every day. • Regular liaison takes place with the Soutwark's school police team who can advise as needed and provide TFL updates. • Regular liaison with other Soutwark secondary Schools- via SASH meetings and communication, especially those closest to SMCC. (COLA/COMPASS/BACONS) • TFL have increased bus services at peak times on busy routes- with additional 600 buses running from September. 	<p>Y</p>	<p>Reminder in FCO's letter to parents on 26/02/21 about alternative ways to travel to the college and to walk if students live within 1 mile.</p> <p>Reopening plan from 08/03/21 shared with school police team liaison officer to ensure patrols of the local area at key times.</p>	<p>M</p>
<p>1.17 Responding to cases of COVID-19 and local lockdowns</p>					
<p>The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst students or staff</p>	<p>H</p>	<ul style="list-style-type: none"> • There is full compliance with the 12PHE system control measures set out in the latest government guidance. • Twice weekly LFT tests introduced to students and staff returning from 8th March to identify asymptomatic cases as an additional protective measure. • Year group 'bubbles' are kept discrete at all times. • The local health protection team is contacted immediately for advice. • Action plans for different scenarios have been produced and shared with staff, students and parents. Contact tracing drills took place in September to evaluate the action plans. • The school engages swiftly with SERCO Test and Trace if cases are suspected. • Appropriate action is taken once advised by the local health protection team/LA – this may mean that year group bubbles and some staff who have been in close proximity with the person concerned may have to self-isolate for 14 days. 	<p>Y</p>	<p>Operational plans and risk assessments have been updated in line with new DfE guidance issued on 22/02/21 and guidance issued by the DfE and NHS England re: lateral flow tests in Dec 20.</p>	<p>L</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Arrangements are in place for home and remote learning for students who are required to self-isolate. 			
The school is unprepared for a local lockdown should the rate of infection rise in the area	H	<ul style="list-style-type: none"> • There is full compliance with the 12 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local or national lockdown be announced and staff are briefed on its contents. • There is regular liaison with the LA and local health protection team. • Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Students whose parents are key workers/vulnerable are already identified and contingency plans include onsite provision for these students if needed. • Provisional rota of staff who can supervise key worker/vulnerable student provision in place to ensure an immediate response. 	Y	National lockdown contingency arrangements successfully enacted between 05/01/21 and 05/03/21.	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Public Health England system control measures					
The 12 PHE control measures are not known or being followed correctly increasing the risk of infection.	H	<p>Current government guidance is being applied, and specifically the 12 PHE system of control measures set out in the latest government guidance are in place as follows:</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p> <ul style="list-style-type: none"> • Anyone with a positive test result should remain at home for 10 days (counting day zero as the test date) All members of the household must isolate for 10 days. 	Y		M

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		<p>Parents/Carers must inform the college asap in case contact tracing is required.</p> <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 10 days (including siblings). Parents/Carers must inform the college asap in case contact tracing is required. • Any student or staff member will go home immediately if they have symptoms. They should take a PCR test as soon as possible. Parents will be contacted and asked to collect their child asap. • A student with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member in G22. PPE will be worn if distancing of 2m or more from the symptomatic student is not possible or there is a risk of contaminated bodily fluids. • If the child uses the toilet (it must be the female staff disabled toilet on the ground floor), it will be thoroughly disinfected before use by anyone else. • All staff and students will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with household bleach as per Public Health England (PHE) guidance. • Any student/ member of staff will be required to quarantine for 10 days if they have recently visited countries outside the common travel area. • All staff, current and new attended a virtual staff meeting ahead of a return to face to face teaching on 8th March 2021. 			

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		<p>2.Ensure Face Coverings are used in recommended circumstances.</p> <ul style="list-style-type: none"> • Face coverings must be worn by staff and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. • In addition, it is now also recommended in secondary schools, that face coverings should be worn in classrooms as social distancing cannot be maintained. We are taking this additional precautionary measure for a limited time during due to the prevalence of Covid-19 in the community and this will be reviewed at Easter. • This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. • Some individuals are exempt from wearing face coverings. This applies to those who: cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties, speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. Parents/Carers and staff will be required to provide evidence of medical exemption. • Staff who are exempt from wearing a face covering will be offered a specially adapted visor to wear indoors. • Guidance will be provided to students about the safe wearing/removal of face coverings in tutor time. • Students who are medically exempt from wearing a face covering will be provided with exemption lanyards which they are required to wear so that they can avoid having to explain to their peers or staff that they are exempt from wearing a face covering in classrooms when the majority of others are and also to remind other to maintain a safe distance for the safety of all. 			

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		<p>3.Clean hands thoroughly more often than usual.</p> <ul style="list-style-type: none"> • All students and staff will sanitise hands on entering and leaving college and before entering and leaving each classroom. Sanitiser dispensers will be located at college entrances/ exits and in each classroom. • All students and staff will be reminded to wash hands before and after visiting the toilet, coughing/sneezing and having lunch. • Leaders of learning/tutors/class teachers will give frequent reminders to sanitise hands. • All students will receive regular reminders on effective handwashing routines – including using videos during registration and on large screens in social areas. • The Premises Team will schedule checks during each day on stocks of hand sanitiser, soap and paper towels to check there is adequate supply. <p>4.Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <ul style="list-style-type: none"> • The college will deploy posters that remind pupils and staff about the importance of catching a cough or sneeze in tissue, disposing of the tissue and washing hands, particularly on large screens and by washbasins/toilets and at entry/exit points. • All classrooms, social spaces and corridors will have adequate bins. • There will be an enhanced schedule for bins to be emptied and disinfected. • All students and staff must wear a face covering if using public transport. • From 8th March all staff and students will be required to wear face coverings when inside the college building, including in classrooms- see control 2. 			

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		<ul style="list-style-type: none"> • The college will deploy masks around the building in order to ensure that these are available for use should staff wish or when they are not able to maintain social distancing (e.g. providing first aid, one-to-one learning support etc). <p>5.Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <ul style="list-style-type: none"> • All classrooms will be provided with disinfectant spray/wipes for teachers to use on the keyboard, screen and mouse before and after each lesson. Spray /wipes will also be provided to each specialist room for use by students to wipe down their chair, workspace and specialist equipment (in addition to the disinfection carried out by cleaners). • All specialist rooms will be disinfected by cleaners between lessons (where students from a different bubble are using the room). • All cleaners will be trained and regularly reminded of the protocols for disinfecting surfaces. • There will be an enhanced cleaning schedule throughout the day. • A ‘deep clean’ disinfection of the full school will be undertaken on Friday afternoons. • The Premises Team will schedule checks during each day on stocks of cleaning materials to check there is adequate supply. <p>6.Minimise contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> • Each year group is a single bubble. 			

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		<ul style="list-style-type: none"> • Year 12 and Year 13 will be kept separately where possible (e.g. in lessons), though will constitute one bubble. 6th formers will be required like all other students to wear face coverings when indoors at all times, including all classrooms. • All students must be directed to wear face coverings before they come into the school buildings each morning. • Each bubble will have a designated set of classrooms (i.e. tutor/home base) for all of their lessons, in which no other year group students are permitted. This will minimise movement around the college and mitigate crowding on corridors and contact with students of other year groups. • Staff will move between bubbles and will be required to socially distance from students and other staff at all times. • Each bubble will have a designated time for arrival, break, lunch and finish. These staggered times will ensure there is minimal contact between students of different bubbles. • When using specialist rooms: • Disinfect teacher and student workspaces before and after lesson. • Students sanitise before and after the lesson. • The class wait in their bubble and their movement to and from their specialist venue is managed by their teacher to avoid crowding on corridors. • Students and staff will be prohibited from sharing any belongings, including stationery. As previously stationery packs will be provided for all students when they return to face to face teaching from 8th March. Packs will be named and left in tutor rooms at the end of each day. • Lockers will not be available to minimise movement around the college and books will be kept in tutor rooms. 			

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		<ul style="list-style-type: none"> • Staff will not touch any student belongings. • When giving out resources in lesson (e.g. textbooks, exam papers, table tennis bat), these may be shared within the bubble (ideally, within the class itself). However, such resources may not be shared with students in other year groups until and unless they are disinfected or they are left for a period of 48 hours (72 hours for plastic). Where topics in a subject require specialist equipment (e.g. table tennis bat, paintbrushes, musical instrument etc) across year groups, the scheme of work should be revised to allow topics to be delivered in a different sequence. For example, painting may be delivered to Year 7 during one half-term and then to Year 8 in the next half-term. • Students' books will be left in teaching rooms at the end of each lesson and staff will need to carry out reviews of marking in these rooms. Staff marking books should wear gloves and a face covering to do so. These will be made available by the college • For marking of student assessments/mock exams teachers will wear gloves. Student scripts should be placed in a plastic box (for the teacher) and if staff would prefer to mark scripts at home they should be retained in school for 48 hours before being marked. The same approach will be taken to the return of marked scripts. Teachers will disinfect wear gloves before and after marking scripts. <p>7.Ventilation</p> <ul style="list-style-type: none"> • In the main building in the louvres (vents) under the windows will draw enough fresh air in from outside into the classroom and ventilate the room without the windows needing to be open. This air will be warmed as it comes into the room by the heating system and then 			

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		<p>extracted by the ventilation system in the classrooms as well as through the open doors. In classrooms in the main build which don't have opening windows the ventilation system manages the airflow and removes old air.</p> <ul style="list-style-type: none"> • The ventilation system in the main building is not an air conditioning system and does not move the air around the room/spaces. It brings in fresh air from outside and removes old air through vents without windows being open. • In the new build extractor fans can be operated in all classrooms to keep rooms ventilated without windows having to be open (WGA has provided staff training on this). If it is deemed necessary to open any windows just 1 or at a maximum 2 of the upper windows should be opened a small way. The breathing building ventilation system in this building ventilates rooms and then extracts the air. It is therefore unnecessary to have all windows open fully as the ventilation systems in both buildings meet health and safety regulations in terms of fresh airflow in and extraction and ventilation. Keeping all windows open fully could in fact pose risks to staff and student health as it could result in temperatures falling below statutory requirements. • It is important that doors are kept open in all classrooms. They may be closed for short periods if necessary to avoid noise that could disrupt others e.g. music etc. • In offices where space allows socially distanced meetings to take place the window must be open, even if it is just a small amount as offices don't have the same external louvre vents as classrooms and other rooms/spaces across both buildings • Students have been reminded to wear full uniform, blazers, cardigans, long sleeve shirts etc and layers etc to 			

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		<p>ensure they are comfortable in lessons and in and around the college building in winter months when it is naturally colder.</p> <ul style="list-style-type: none"> • Temperatures across both buildings are being monitored on a daily basis and should they indicate classrooms are below 18 degrees – guidance will be provided to staff about allowing students to wear coats. Staff should not allow students to wear coats in lessons unless they have been directed to and it is important everyone is consistent with this. It is also helpful if staff model this. It is important to note that all students in KS3 and 4 are required to be outside at lunch time and should be encouraged to wear coats when they are outside at break or lunch. If they are allowed to wear coats in lesson times too often they won't feel the benefit of coats at break/lunchtimes when outside. • Students are not allowed to wear coats in corridors or communal areas inside the building. • Doors being kept open to allow for no- touch entrance to the main and new buildings e.g. ICT stairs, gym entrance, Year 7/11 stairs etc will now be closed once students arrive/leave the college site at the beginning and end of the day and after lesson changeovers as they are preventing some communal areas of the building from reaching optimum temperatures. This will continue to be monitored. <p>8. Ensure effective use of PPE</p> <ul style="list-style-type: none"> • The college will maintain stocks of PPE and deploy them around school. • PPE will be worn by all staff in specific circumstances: • Provision for children and young people whose care routinely already involves the use of PPE due to their 			

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		<p>intimate care needs: Schools have been directed to continue to administer their care following the college’s usual procedures.</p> <ul style="list-style-type: none"> • First aid: First aiders should follow the college’s established practices. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. Where a pupil has suspected COVID-19, it will be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. • The provision of direct personal care for a pupil with suspected COVID-19 where 2m distancing cannot be maintained (e.g. waiting for a pupil to be collected from school): In such cases, it may be necessary for staff to wear face masks, gloves and aprons. Eye protection will be needed if splashing from bodily fluids is likely to occur. • Cleaning: Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection. • Catering: The catering team will wear full PPE when working in the kitchen and delivering food at lunchtimes. They will be temperature checked on arrival to work each day. • From 08/03/21 – all staff and students will be required to wear a face covering at all times when indoors, including when in classrooms. <p>9. Promote and engage in asymptomatic testing</p> <ul style="list-style-type: none"> • LFT (lateral flow tests) will be offered to all students as part of the resumption of face to face teaching from 8th March 			

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		<p>2021. Students will be offered 3 tests in college and then will take 2 tests each week at home under parents/carer supervision.</p> <ul style="list-style-type: none"> • In order to carry out all tests with each year group, we will be operating a phased return to the college. This will also allow us to safely administer all tests, meet each year group as they return students will receive their test and then will return to 'face to face' teaching in school the following day. • Students will only be allowed to come onsite by themselves and will return home immediately once their 1st Lateral Flow Test has taken place. Students will carry out their 2nd and 3rd tests on a rota during the college day to minimise disruption to learning. • Consent forms have been sent out on google forms and all parents and students aged 16+ are required to complete them to state whether they do or don't provide consent. • Staff will be asked to self-test at home every Sunday and Wednesday evening from 07.03.21 and to inform FCO/JNO/GSM that evening if they test positive so any necessary staffing arrangements/cover can be made. Testing packs to be collected from the college site on 05.03.21. Further information will be provided at a remote staff meeting on 03.03.21. Staff who have received a covid vaccination are also required to self-test at the current time. <p>10. Engage with the NHS Test and Trace process.</p> <ul style="list-style-type: none"> • Anyone displaying symptoms will be sent home immediately (parents will be asked to come and collect their child asap)and asked to book a PCR test. They will be asked to inform the college of the result immediately. • The college will share advice on, and promote engagement with, 'test and trace' with all staff, students and parents. If 			

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		<p>staff choose to use the new NHS APP they should alert FCO/JNO if they receive a message telling them a potential contact has tested positive</p> <p>11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community and 12: Contain an outbreak within the community.</p> <ul style="list-style-type: none"> • The college will contact The DfE helpline 08000468687 and email the Southwark local Public Health team to inform them if anyone at college tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The DfE will carry out a rapid risk assessment and confirm next steps. • Following advice from the DfE, the college will send home those people who have been in close contact (direct contacts, proximity contacts or travelling in a small vehicle) with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. <ul style="list-style-type: none"> - If any of these individuals develop symptoms, they will be eligible for PCR testing. - If positive, they should isolate for 10 days from the onset of their symptoms. - If negative, they should complete full 10-day isolation period. • The college will keep a record of staff and pupils in each bubble, plus anyone who has had close contact. • The DfE will provide a suite of letters to use in various circumstances. The college will make use of these to ensure 			

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		<p>effective advice is disseminated to students, staff and parents when relevant.</p> <ul style="list-style-type: none"> • A template letter will be used by the college, on the advice of the health protection team, to send to parents and staff if needed. The college will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Public Health England and the Local Authority will liaise with the college if a more extensive closure is required due to a suspected outbreak. • The Principal will keep the Governors and LA updated. • The college will create a spreadsheet to maintain a record of all staff and pupils who are self-isolating and who have tested positive. These spreadsheets must be kept up to date. 			
2.2 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • The enhanced cleaning timetable matches the use of any shared spaces. • Working hours for cleaning staff are increased if needed, following regular review. 	Y		L
2.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies and external sinks are purchased to increase capacity. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y		L

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Students forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind students of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Y		L
2.4 Fabric					
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Fabric chairs are taken out of use where possible. Where that is not possible, chairs are limited to single person use. 	Y	Some staff with medical conditions e.g back problems have been given a fabric chair to use at desks if needed.	L
2.5 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst staff and students, maximise staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on engaging with the SERCO Test and Trace process has been explained to staff as part at the start of term. Staff, parents and students are clear that they should <u>book a test</u> if they are displaying symptoms. Staff, parents and students are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by SERCO Test & Trace. Staff, parents and students are clear that they should <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Post-testing support is available for staff through the PHE. 	Y	<p>It is key that parents and staff book tests as quickly as possible and inform the college immediately of the result.</p> <p>From 08/03/21 households can access LFT covid tests to support with the successful wider opening of the college.</p>	M

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Infection transmission within school due to staff/students (or members of their household) displaying symptoms	H	<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 Student or staff displaying symptoms at school. This includes the use of NHS Test and Trace for both staff and students and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. • Students, 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 line with the most recent government guidance. • A record of any COVID-19 symptoms in staff or students is reported to the Governors and local authority. 		Flowchart created for staff and parents to follow to ensure they know what action to take in different circumstances.	M
Staff, students and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	M	<ul style="list-style-type: none"> • Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and students at the start of term. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 		<p>Letters sent out to parents in relation to wider opening via Edulink on 22/02, 25/02 and 26/02/21</p> <p>Staff meeting on 03/03/21</p>	L

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Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and students as part of the induction process at the start of term. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y		M
2.6 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> Additional staff have been identified to undertake first aid training as soon as courses restart. All support staff (except finance) have been trained as LFT covid testers. JNO is the college lead for LFT covid testing. 4 Staff: FCO, JNO, CSA, DFR have the required DSL training and in urgent circumstances additional support can be provided from the LA's LADO and John Guest. 	Y	New timetable for LFT covid testing in place from 08/03/21 to test all students 3 times upon their return.	L
2.7 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 			L
2.8 Communication with parents					

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Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. The COVID-19 section on the school website is updated. Parent reopening plan and subsequent updates – provided via Edulink and made available on the website. 	Y		L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via Edulink and the website. 	Y		L
2.9 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. staff supervising students with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 			L
3. Adopting the new organisational model of discrete year group 'bubbles'					
3.1 Student behaviour					
Students' behaviour on return to school does not	M	<ul style="list-style-type: none"> Clear messaging to students on the importance and reasons for operating in year group 'bubbles' and on social distancing at 	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
comply with the new guidance on operating within discrete year group 'bubbles'		<p>other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings.</p> <ul style="list-style-type: none"> • Staff continue to model social distancing consistently. • The movement of students around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to avoid different year groups coming in to contact with each other and are closely supervised. • The college's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, students and parents. • SLT monitor areas where there are breaches of the discrete year group 'bubble' model and arrangements are reviewed. • Messages to parents reinforce the importance of adhering to the new arrangements. • Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 		<p>Home school agreement in place which make expectations clear in terms of the updated behaviour policy and health and safety rules.</p> <p>Messages reinforced in video from FCO sent out to parents/students on 05.03.21.</p>	
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	M	<ul style="list-style-type: none"> • All classrooms have been checked to ensure they still are configured to allow for teachers to maintain 2 metres social distancing with students' desks facing the front in rows. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 			L
3.3 Specialist learning spaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection between different year group bubbles	M	<ul style="list-style-type: none"> The learning space and equipment are thoroughly disinfected before a new bubble enters. Schemes of work are reviewed to minimise the use of specialist learning spaces by different bubbles in succession. Teachers' planning is reviewed to maximise the use of teacher demonstration rather than Student practicals. 	Y	Cleaning schedules continue to be mapped against use of specialist rooms.	L
3.4 Shared spaces					
The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing	M	<ul style="list-style-type: none"> No more than one year group/bubble is scheduled to occupy a shared space at any one time. Shared spaces are cleaned after each use. 	Y		L
3.5 Alternative provision, inclusion centres, withdrawal of students to small groups and detentions					
The use of spaces for AP/inclusion/withdrawal of students/ detentions risks the spread of infection	M	<ul style="list-style-type: none"> Social distancing is fully observed in spaces where small groups of students are brought together for a specific purpose. Face coverings to be worn indoors at all times from 08/03/21. Spaces are cleaned after use. 	Y		L
3.6 Movement in corridors					
The discrete year group 'bubble' arrangements are breached when students circulate in corridors	M	<ul style="list-style-type: none"> Home base/year group bubble arrangements are in place. The use of shared/specialist learning spaces is timetabled to avoid different year groups coming in to contact with each other. Set routes for movement are in place for each year group/bubble. Circulation routes are clearly marked with appropriate signage. Appropriate supervision levels are in place. 	Y		L
3.7 Break times					

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Year groups may mix at break times	M	<ul style="list-style-type: none"> Students are kept within their assigned 'bubbles' during social times. External areas are designated for different groups. Students are reminded about staying in their assigned 'bubbles' as break times begin. Appropriate signage is in place around the school and in key areas. Supervision levels have been enhanced. Sets of toilets designated for specific year groups. 			L
3.8 Lunch times					
Year groups may mix at lunch times	M	<ul style="list-style-type: none"> Students are kept in bubbles/ year groups at lunch time and assigned a designated area. Students are reminded about staying in their assigned bubbles as lunch times begin. Students wash their hands before eating and sanitise hands before returning to classrooms. Dining areas are cleaned before and after each year group has used them. Tables and chairs have been cordoned off where necessary. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as, delivering pack lunches designated areas. Students eat lunch with others in their bubble. Sets of toilets designated for specific year groups. 			L
3.9 Toilets					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures between students from different discrete year group 'bubbles'	M	<ul style="list-style-type: none"> All year groups/bubbles have been designated a specific set of toilets. Queuing zones for toilets and hand washing have been established and are monitored. Students know that they can only use the toilet one at a time. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Students are reminded regularly on how to wash hands and posters are displayed by sinks/toilets. 	Y		L
3.10 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical room and medical room has been moved to G03. G22 has been designated for students with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y		L
3.11 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	Y		L
3.12 Arrival and departure from school					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Students and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking students from different year groups mixing	M	<ul style="list-style-type: none"> Start and finish times are staggered for each discrete year group 'bubble'. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Reminders given to parents stress the need for social distancing at arrival and departure times and also in the local area/ bus stops etc. 	Y	<p>Main concern is local area and bus stops before and after school.</p> <p>6th form students not allowed to leave the college site at lunchtimes upon return on 08/03/21 to ensure government guidance is not breached.</p>	M
3.14 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> Reconfiguration of staff offices, faculty spaces and staff spaces has been undertaken prior to the school opening to allow for social distancing between staff. Staff are briefed about the limitations to use of staff areas and set numbers of staff will be made clear to ensure social distancing can be maintained. Staff given designated lunch spaces 			L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Students with underlying health issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Students who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so	M	<ul style="list-style-type: none"> Parents of students with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from 8th March 2021. Parents have been asked to make the school aware of any students' new 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 in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. The register of students with underlying health conditions is regularly updated. Students who are BAME may be more susceptible to poor outcomes if infected by COVID-19. Leaders take account of this in their risk assessments. 	Y	<p>Shielding for clinically extremely vulnerable staff (and students identified by doctors as requiring to shield) extended to 31/03/21</p> <p>Pregnant women are not classified as CEV, and therefore will still be expected to come into work, unless their doctor advises otherwise.</p> <ul style="list-style-type: none"> Pupils and staff who live with people who are CEV, but are not CEV themselves, are still expected to come into school or college. 	L
4.2 Staff with underlying health issues					
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	M	<ul style="list-style-type: none"> Staff with underlying health issues have been provided with updated guidance and discussions and risk assessments have been held with them to prepare for returning to work. 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 in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. 		<p>Risk assessments under continuous review.</p> <p>Shielding for clinically extremely vulnerable staff (and students identified by doctors as requiring to shield) extended to 31/03/21</p> <p>Remote learning plan in place should there not be sufficient staff available to teach all year groups on site safely. If this happens year groups may be</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. Current government guidance is being applied. 		<p>required to remain at home and access remote learning.</p> <p>Risk assessments have been reviewed and updated</p> <p>Pregnant women are not classified as CEV, and therefore will still be expected to come into work, unless their doctor advises otherwise.</p> <ul style="list-style-type: none"> Pupils and staff who live with people who are CEV, but are not CEV themselves, are still expected to come into school or college. 	
5. Enhancing mental health support for students and staff					
5.1 Mental health concerns – students					
<p>Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>M</p>	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support students with mental health issues. There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/Student briefings. Resources/websites to support the mental health of students are provided e.g Kooth.NSPCC 	<p>Y</p>	<p>Wellbeing letter published regularly to support students</p> <p>Students anxious about returning from 08/03/21 – identified and check in calls made by Leaders of Learning/Inclusion team ahead of return.</p> <p>Counsellor/TAP co-ordinator/Leaders of Learning</p>	<p>M</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				to check in with identified students upon return.	
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	M	<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 have been signposted to useful websites and resources e.g Education support network. College counsellor available to staff if needed. 		<p>-FCO/TRU continue to identify and share with staff a number strategies, support and activities to promote mental health and wellbeing. Wellbeing newsletter published regularly to support staff.</p> <p>Staff encouraged to raise concerns in a survey ahead of 08/03/21 and FCO has responded individually to concerns and identified actions to support as appropriate.</p>	M
5.3 Bereavement support					
Students and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The college has access to trained staff who can deliver bereavement counselling and support. Additional bereavement training has been undertaken by key staff and a bereavement policy is now in place. Support is requested from other organisations when necessary. E.g Winston’s wish, local and Salesian priests. 	Y	<p>The college staff and students have suffered a further 16 bereavements since 17/12/21. This brings the total since the start of the pandemic to just over 40.</p> <p>Staff newly trained in bereavement support – work</p>	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				with students in consultation with families. Staff supported by the college counsellor and directed to external bereavement support.	
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Students operating in discrete year group 'bubbles' Staff moving between discrete year group 'bubbles' Staff and students have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Y		L
Fire evacuation drills - unable to apply social distancing effectively between discrete year group 'bubbles'	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. 	Y	Fire drill took place for all year groups during autumn term 1. Fire drill was socially distanced and year groups were kept completely separate.	L
6.2 Managing premises on wider reopening from 04/03/21					
All systems may not be operational	M	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been tested/recommissioned as appropriate. 			L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<ul style="list-style-type: none"> All statutory compliance is up to date. Water systems have not been maintained throughout lockdown and legionella tests have taken place as per schedule. 	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6.3 Contractors working on the school site					
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>H</p>	<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. • An assessment has been carried out to see if any additional control measures are required to keep staff, students and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Contractors required to take LFT tests(if onsite for extended periods) and wear face coverings indoors at all times and outside where 2m social distancing cannot be maintained. • Alternative arrangements are in place e.g specified entrance for contractors and organising classes so that contractors and staff/students 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). 	<p>Y</p>		<p>M</p>
7. Finance					
7.1 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)	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	H	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified. Governors finance committee 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. Additional sources of income continue to be under exploration. The college's projected financial position has been shared with governors' finance committee and full governing body College risk register to be updated by SBM and provided to governor's finance committee. 	Y	Main risk posed by DFE's current position to not make additional funding available for additional spending required to meet DFE Covid-19 guidance.	M
8. Governance					
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<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. 			L