

INVICTUS EDUCATION TRUST

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 6th September 2021

SCHOOL NAME: Kinver High School & 6th Form REOPENING OF SCHOOL TO ALL YEAR GROUPS (V3 adaptation of original Risk Assessment from March)

Assessment conducted by: L Barrett Previous Assessments conducted by: D Willetts	Job title: Facilities & Operations Manager	Risk/Area Covered by this assessment: Areas of the school which will be used for the full reopening of the School in September
Date of assessment written: 21/8/2020	Date of next review: Live Document! but reviewed on 1/9/20, 15/10/20, 19/11/20, 17/12/20, 14/1/21, 25/2/21, 3/03/21, 14/05/21, 3/09/21, 29/11/21	Areas reviewed: Kinver High School & Sixth Form

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term while reducing the risk of coronavirus transmission. The risk assessment has been written in collaboration with a number of local authorities

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference,
 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf (applies from 8 March 2021)
 - <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 25 May \)](#)
 - <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (updated 7 August)
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (updated 1 October)
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (updated 5 November)
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#main-changes-since-this-guidance-was-last-updated> (updated 15 December)
 - <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings> (updated 14 January 21)
 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984846/FINAL_Face_coverings_in_education_guidance.pdf (updated 10 May 21)
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance> (updated 29th November 2021)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for students with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Unlikely = Low, Likely = Medium, Highly Likely/Certain = High IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

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The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email <ul style="list-style-type: none"> Lateral Flow Tests (LFTs) Rapid-result tests will be provided to schools, starting with secondary schools and FE colleges, including special schools and alternative provision for the school and college workforce <ul style="list-style-type: none"> Testing will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission for students and pupils as well as the school and college workforce. <ul style="list-style-type: none"> LFD testing ensures that no students attend School with positive tests results, it also enables the Student to continue to benefit from high quality, face to face education. For every group, testing is voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges. 	<p>Key staff are reviewing new emails and guidance received on a daily basis.</p> <p>Following phone calls from PHE and DfE, the school will address any concerns raised and build in learning from any positive Covid-19 cases. A School Outbreak Management Plan (OMP) will support this document and provide guidance on a further local outbreak.</p> <p>Communications, Media & Marketing Director responsible for ensuring web site is updated. Key staff are communicating requirements for web publishing to Comms. Director via email.</p> <p>This Risk Assessment will be reviewed and updated on a regular basis, following updated guidance and review of processes and activities carried out during the preceding period.</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, the School may need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Lateral flow testing (LFT) is compulsory within an Education setting. The LFTs allow for Staff & Students to test themselves twice weekly to identify any Asymptomatic person. Identification of any Asymptomatic Staff / Students should prevent the person spreading the virus to others.</p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Schools will commence testing from 3 working days before the start of term and may stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff - Home test kits for staff have been available for some time and all staff should be using them until such a time the Government change the guidance. A collection process is in progress to record who has been issued a home test. A positive confirmatory PCR will be required for all positive LFT tests cases.</p> <p>Students - are provided with home testing kits to enable a twice weekly LFT test. A collection process is in progress to record who has been issued a home test. A positive confirmatory PCR will be required for all positive LFT tests cases. Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p>	L	1	<p>SLT</p> <p>SLT/ Comms.Dir.</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing until directed by Government</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

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		As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	<p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>This Risk Assessment will be reviewed and updated on a regular basis, following updated guidance and review of processes and activities carried out during the preceding period.</p>					
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<p>SLT have and will continue to send correspondence to parents/staff and students so they are fully informed of the plans to reopen to all students. Ongoing communications to all as plans change/evolve.</p> <p>Regular communication via email and other means is taking place to all staff and will continue as plans change/evolve. Outbreak Management Plan (OMP) will support the Risk Assessment and provide guidance if an outbreak occurs.</p> <p>Revised risk assessment will be emailed by F&O Manager to Communications, Media & Marketing Director when updated for publishing on school web site.</p> <p>Review of any communication needs taking place daily.</p> <p>Staff instructed to check their emails daily and read all relevant messages.</p> <p>Headteacher to remind parents of expectations during talk before the tour.</p>	L	1	<p>SLT</p> <p>SLT</p> <p>F&O</p> <p>SLT</p> <p>SLT</p> <p>Headteacher</p>	<p>07/09/21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Weekly</p> <p>23/9/21</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>CEO</p>
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy Staff absence reporting procedures All staff have regard to all relevant guidance and legislation including, but not limited to, the following: 	<p>Trust wide policies have been reviewed and amended as necessary by Headquarters.</p> <p>School based policies have been reviewed by SLT.</p> <p>Staff provided electronic access to all policies and key policies published on school web site.</p> <p>SLT will continue to send communications and to staff so they are fully informed of the plans to reopen to all students. Ongoing communications and as plans change/evolve.</p> <p>Facilities & Operations Officer are the Health & Safety Responsible person in each school. The Headteacher will be responsible for reporting to the DfE. School staff made aware of designated H&S Officer.</p>	L	1	<p>COO</p> <p>SLT</p> <p>SLT</p> <p>F&O</p>	<p>Ongoing</p> <p>Ongoing</p> <p>07/09/21</p> <p>07/09/2</p>	<p>CEO</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

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		<ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their first day in school. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell. • Regular electronic briefing issued to staff. • Parents informed of controls for Open Evening to ensure Covid-19 contamination / spread is reduced • Staff & Students aware of Government guidance of face covering in an education setting 	<p>All staff have been issued with Invictus PPE Guidance document</p> <p>First aiders are provided with all necessary PPE.</p> <p>Covid-19 Isolation room designated and clearly signed. A backup Covid Isolation room has also been designated.</p> <p>Staff and first aiders informed of requirements when aiding students and appropriate PPE use.</p> <p>Staff advised of actions required in relation to an outbreak of Covid-19 and be guided by Government guidance's, PHE and the Schools Outbreak Management Plan (OMP)</p> <p>Parents advised of actions required in relation to any persons showing signs of Covid-19 as well as requirements for isolation.</p> <p>Pupils have received a coordinated programme of information from SLT and Teaching Staff on first day back in September as well as ongoing reinforcement and updated information that has been provided through teaching and correspondence to parents.</p> <p>Headteacher to remind parents of expectations during talk before the tour – Open Evening specific.</p> <p>Additional hand sanitiser around the school site tour – Open Evening specific. Doors remain open where possible - Open Evening specific.</p> <p>Roles for staff are shared in advance of the evening – Open Evening specific. Face covering within a school environment is no longer compulsory for students. However, students who wish to remain wearing a face covering can and will not be discourage from doing so.</p>			<p>COO</p> <p>F&O</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT/Tutors</p> <p>Headteacher</p> <p>SLT/HOY/Tutors</p>	<p>Ongoing</p> <p>As and when needed</p> <p>ongoing</p> <p>As and when needed</p> <p>07/09/21</p> <p>13/09/21</p> <p>23/09/21</p> <p>Ongoing</p>	<p>CEO</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>CEO</p> <p>Headteacher</p>

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		<ul style="list-style-type: none"> Lateral Flow Tests (LFTs) Rapid-result tests will be provided to schools, starting with secondary schools and FE colleges, including special schools and alternative provision for the school and college workforce Testing will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission for students and pupils as well as the school and college workforce. LFD testing ensures that they do not need to isolate and are able to continue to benefit from high quality, face to face education. <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	<p>It is no longer compulsory to wear a face covering in the classroom. However, staff who wish to remain wearing a face covering in a classroom can and will not be discouraged from doing so.</p> <p>If a substantial increase in the number of positive cases in School, then a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils' staff and visitors, unless exempt).</p> <p>For those who still want to wear a face covering, then safe wearing of face coverings requires cleaning / sanitising of hands before and after touching – including to remove or putting them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, the School may need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>Lateral flow testing (LFT) is compulsory within an Education setting. The LFTs allow for Staff & Students to test themselves twice weekly to identify any Asymptomatic person. Identification of any Asymptomatic Staff / Students should prevent the person spreading the virus to others.</p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term. Schools will commence testing from 3 working days before the start of term and may stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff - Home test kits for staff have been available for some time and all staff should be using them until such a time the Government change the guidance. These tests can be used as soon as they have arrived. A collection process is in progress to record who has been issued a home test. A positive confirmatory PCR will be required for all positive LFT tests cases.</p> <p>Students - are provided with home testing kits to enable a twice weekly LFT test. A collection process is in progress to record who has been issued a home test. A positive confirmatory PCR will be required for all positive LFT tests cases.</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p>			SLT	Ongoing until directed by the Government	Headteacher

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		Staff & Students aware of Government guidance of face covering in an education setting.	<p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>All students and staff will wear face coverings in communal areas from Monday 29th November i.e. in corridors and communal areas, when entering buildings and on school transport.</p> <p>Safe wearing of face coverings requires cleaning / sanitising of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>					
Poor hygiene practice in school - general	H	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance 	<p>Signage has been displayed around the school to remind staff/students to regularly wash hands.</p> <p>Regular reminders from staff and via signage to students to reinforce message regarding hand washing for infection control.</p> <p>Reminders of School Infection control measures and including Catch IT, Bin IT, Kill IT messages and reasons for adherence to these measures to be regularly explained to students.</p> <p>Hand sanitiser dispenser bottles provided in each classroom. Regime implemented to ensure these are checked and topped up on a regular basis.</p> <p>Hygiene monitoring of toilets and other areas implemented to ensure soap and hand sanitiser is available as needed.</p> <p>Staff members to monitor students during all break/lunch times to ensure toilet facilities are not overcrowded.</p> <p>Site Team will aid cleaning staff.</p>	L	1	<p>F&O</p> <p>SLT/Staff</p> <p>SLT/Staff</p> <p>F&O</p> <p>F&O</p> <p>SLT</p>	<p>Ongoing</p> <p>07/09/21</p> <p>07/09/21</p> <p>07/09/21</p> <p>07/09/21</p> <p>07/09/21</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

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		<ul style="list-style-type: none"> Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas All utensils are thoroughly cleaned before and after use Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day both AM&PM and paper/hand towels are refilled regularly both AM&PM. Touch points are cleaned down with wipes following use, including desks, computers, phones, photocopiers and kettles. Expectations and current Covid-19 guidance for parents evening <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	<p>Additional cleaning materials provided in all classrooms to enable any member of staff to clean an area at any time.</p> <p>Cleaning carried out on site both AM&PM before and after students attend.</p> <p>Staff provided with cleaning liquid and cloths also available at all areas that require these.</p> <p>Headteacher to remind parents of expectations during talk before the tour – Open Evening specific.</p>			F&O	07/09/21	Headteacher
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Areas touched to be wiped down Discourage parents from entering the school building in showing Covid-19 symptoms or positive LFD test If possible, arrange for a separate staff entrance to the workplace <p>As a result, reception staff are protected.</p>	<p>Pre-existing screens in place.</p> <p>Wipes available for use where necessary.</p> <p>Communication has been sent to parents informing them that they must only attend the school if they have Covid-19 symptoms or a positive LFT test</p> <p>Under existing arrangements staff enter the building through a variety of doorways at varied times prior to school start. Staff encouraged to continue to do so, but to be mindful of keeping distances if leaving at the same time.</p> <p>Hand sanitiser available at each Open Evening desk for arrival and registration. Open Evening specific.</p>	M	1	F&O	07/09/21	Headteacher
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing 	<p>Under existing arrangements staff enter the building through a variety of doorways at varied times prior to school start. Staff encouraged to continue to do so.</p> <p>Hand sanitiser and wipes provided in office locations.</p>	L	1	F&O	07/09/21	Headteacher
						F&O	07/09/21	Headteacher
						Headteacher	23/09/21	CEO
						F&O	Ongoing	Headteacher

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		<ul style="list-style-type: none"> Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	Signage and communication from senior staff to encourage hand washing and wiping down of equipment.			F&O	07/09/21	Headteacher
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Soap and water are the best approach to this and schools should endeavour to ensure there are enough hand washing facilities available. The correct hand washing routine should be followed. Hand sanitiser ‘stations’ are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. Ensure supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. All staff advised of good practice to wash hands on arrival in school Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. 	<p>Pupils will receive a coordinated programme of information from SLT and from Teaching Staff on first day back in September and reviewed regularly as well as information that has been provided through correspondence over the summer to parents to ensure necessary hygiene practices are understood. Ongoing programme of reinforcement to ensure practices are continued.</p> <p>Parents informed via letter from the Headteacher regarding back to School guidance. This has been reviewed and resent for September 2021.</p> <p>Pupils will receive a coordinated programme of information from SLT and Teaching Staff on first day back in September as well as information that has been provided through correspondence over the summer to parents to ensure necessary hygiene practices are understood. Ongoing programme of reinforcement to ensure practices are continued.</p> <p>Signage in each toilet reminding students of the correct hand washing routine that should be followed.</p> <p>Hand sanitiser stations set up in all classrooms and at other locations around the school.</p> <p>Students given clear guidance on the dangers of ingestion of Hand Sanitiser and its misuse.</p> <p>SENCO aware and specific risk assessment made for any students where such a need is identified.</p> <p>Staff informed and aware of the good practice to wash hands on arrival.</p> <p>Additional hand sanitizer provided at points are available.</p> <p>Hand sanitiser stations set up in all classrooms and at other locations around the school.</p>	L	1	<p>SLT</p> <p>SLT/Tutors</p> <p>SLT/Tutors</p> <p>F&O</p> <p>F&O</p> <p>SLT/Tutors</p> <p>SENCO</p> <p>SLT</p> <p>SLT</p>	<p>07/09/21</p> <p>07/09/21</p> <p>07/09/21</p> <p>07/09/21</p> <p>07/09/21</p> <p>07/09/21</p> <p>07/09/21</p> <p>07/09/21</p> <p>07/09/21</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

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		As a result, the risk of infection is reduced as pupils and staff arrive at school.						
Poor hygiene practice – specific – toilet/changing facilities.	H	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures. Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	SENCO aware and specific risk assessment made for any students where such a need is identified.	M	1	SENCO	Ongoing	Headteacher
Poor hygiene practice – specific - end of the school day.	H	<ul style="list-style-type: none"> Inform pupils and parents of their allocated times for the end of their school day Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<p>Times of the school day have been clearly communicated to parents via letter from the Headteacher. This will be reinforced to students in September.</p> <p>Parents informed via letter from the Headteacher regarding avoidance of public transport where possible and use of face coverings used on school coaches.</p>	L	1	SLT/ Headteacher SLT/ Headteacher	07/09/21 ongoing	Headteacher Headteacher

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Ill health in school.	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and Loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell • All staff are informed of the procedure in school relating a pupil becoming unwell in school • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to nurse/reception/SLT. • Any staff member who displays signs of being unwell immediately refers themselves to their line manager and is sent home. • Staff will ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for accessing testing. • If a pupil needs to use the bathroom, they should use a separate bathroom will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other 	Regular ongoing communication to all staff. Staff reminded regularly of the symptoms of the virus and guidance provided.	M	2	SLT	ongoing	Headteacher
			Posters displaying symptoms shown around school site.			F&O	ongoing	Headteacher
			Site team are monitoring stocks of PPE and initiate orders as required, first aiders made aware of guidance on use.			Site Team	Ongoing	Headteacher
			Invictus PPE Policy published for all staff awareness.			SLT	ongoing	Headteacher
			Staff will contact reception/SLT where a student becomes unwell. These staff are fully aware of the process for dealing with illness and specifically the process for Covid-19 isolation where symptoms are shown.			SLT	ongoing	Headteacher
			Staff will contact absence line and line manager if unwell. Headteacher will be informed should these include any symptoms of Covid-19.			SLT	ongoing	Headteacher
			If a Student in school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.			SLT	ongoing	Headteacher
			If a Staff member in school develops COVID-19 symptoms, however mild, they should be sent home and they should follow public health advice. The OMP will be followed if the outbreak is more than 5 students / staff who had likely to have mixed or 10% of student who have likely to have mixed and tested positive during a 10 day period.			SLT /F&O	ongoing	Headteacher
			Medical isolation rooms identified, set up and to be clearly signed. One for students/staff with Covid-19 symptoms and one for general first aid.			SLT/ F&O	ongoing	Headteacher
			Boys/Girls toilets adjacent to Covid-19 isolation room to be used where Covid-19 symptomatic student requires a bathroom. Signage to prevent usage before cleaning made available and will be used to prevent access to toilets until cleaning has taken place.			SLT/F&O	ongoing	Headteacher
PPE to be made available close to isolation rooms and to first aiders.								

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		<p>pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in Covid19 Isolation room where they can be at least two metres away from others. • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>	<p>Cleaning staff to adhere to Covid-19 Guidance on cleaning in Non-Healthcare for cleaning of areas used by those with suspected symptoms of Covid-19. Signage produced to clearly identify Covid-19 isolation room status as 'to be cleaned' or 'clean'.</p> <p>Local Authority/Public Health England SOP & School OMP followed following those with symptoms..</p>			F&O	ongoing	Headteacher
<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	H	<ul style="list-style-type: none"> • Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend, as no 'Bubbles' required from Sept 21 • Timetable reviewed and refreshed and programme communicated to teachers and staff • Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>	<p>Communication from Headteacher plus parents to be contacted via Form Tutors so that they are fully informed. Ongoing communication to all as plans change/evolve – 'Bubbles' not required from September 21 – unless a serious infection outbreak occurs and Public Health direct the School to reinstate 'Bubbles' & OMP will be used to support any outbreak.</p> <p>Rooms no longer identify a 2m teaching zone. Social distancing in classrooms and through corridors is no longer required unless a serious infection outbreak occurs and Public Health direct the School to reinstate social distancing.</p>	L	1	SLT/ Headteacher	07/09/21	Headteacher

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A pupil is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> New Government thresholds for isolation periods of students who have been in contact with another students / staff testing positive for Covid-19 Refer to the school symptom management Standard Operating Procedure (SOP) or Outbreak Management Plan (OMP) The COO will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<p>Guidance states that Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <p>they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>Schools will follow PHE advice. But for most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> 5 children, pupils, students or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day period <p>Evidence of severe of illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection – or In response to a new Variant of Concern (VoC) or if Extremely high prevalence of Covid-19 in the local community / area</p> <p>School nurse and SLT made aware of Dudley Schools Symptom Management SOP and all reviews.</p> <p>Appropriate procedures as detailed within the Dudley Schools Symptom Management SOP will be followed by the school and relevant details collated to enable efficient flow of information to PHE to ensure guidance received is based upon accurate data.</p>	L	1	Headteacher / SLT	07/09/21	CEO
Insufficient staff to run face-to-sessions for pupils.	H	<ul style="list-style-type: none"> Leaders to ensure that the clinically vulnerable offered the safest available on-site roles where possible 	<p>Risk Assessments carried out for those staff who are clinically vulnerable and have expresses any Covid19 related concerns.</p>	L	1	Line managers SLT/	Ongoing	Headteacher

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		<ul style="list-style-type: none"> Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<p>Headteacher has communicated to all staff to make clear where they are required to self-isolate that they inform Line Managers to ensure SLT are aware. SLT will report this to the Headteacher.</p> <p>Where staff are required to self-isolate necessary duties are able to be covered by appropriate staff.</p>			Headteacher Line Managers/ SLT	07/09/21 ongoing	CEO Headteacher
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> Pupils to be encouraged to wash hands before and after lunch In canteen/eating spaces, have returned to pre Covid-19 layouts, Screen provided to protect food in canteen when pupils purchase food Tables to be cleaned between year groups using dining hall lunchtime facilities Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness <p>As a result, the risk of infection during unstructured time is reduced.</p>	Catering staff adhering to strict food hygiene procedures and additional processes put in place to ensure Covid-19 compliance.	M	1	SLT	07/09/21	Headteacher

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Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> • Tissues and hand sanitiser to be located in each classroom/learning space • Bins to be emptied at least twice daily in classrooms. • Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open • Windows to be opened to provide ventilation. • Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • Shared teaching resources to be cleaned prior to and after use. • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must wash and dry their own cups, plates and utensils, using disposable towels. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>	<p>Site team will aid staff and open windows to improve ventilation where circumstances permit.</p> <p>Cleaning team to carry out enhanced cleaning</p> <p>Signage displayed in all areas to promote adherence to Covid-19 guidance.</p> <p>Wipes and signage displayed next to shared photocopiers to facilitate cleaning before and after use.</p> <p>Wiping down of areas to be increased by staff before leaving a classroom, including kettles, computers, desks and phones.</p> <p>Signage displayed in all areas to promote adherence to Covid-19 guidance.</p> <p>Wipes and signage displayed next to shared photocopiers to facilitate cleaning before and after use.</p>	M	2	<p>F&O</p> <p>Site Team</p> <p>Site Team</p> <p>Site Team</p> <p>Site Team</p> <p>SLT</p> <p>Site Team</p>	<p>Daily</p> <p>Ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

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Poor pupil behaviour increases the risk of the spread of the infection.	H	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<p>School code of conduct and behaviour policy underpins expectations.</p> <p>Behaviour policy shared with parents and students and strict need for adherence to this stated within the Parental Guide.</p> <p>Pupils will receive a coordinated programme of information from SLT and Teaching Staff on first day back in September as well as information that has been provided through correspondence over the summer to parents.</p>	L	1	SLT SLT SLT	13/9/21 ongoing 13/09/21	Headteacher Headteacher Headteacher
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> Specific arrangements for pupil transport have been risk assessed and agreed with local providers Leaders and staff should review individual pupils handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Review individual communication plans where close proximity is expected e.g. on-body signing Plans should be understood, shared and followed consistently by all staff working with those pupils Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school <p>As a result, pupils with complex needs are well supported.</p>	<p>SENCO aware of students with specific needs and appropriate arrangements and agreements with parents and external agencies are in place.</p> <p>Students requiring additional support are identified and additional information provided in an accessible format.</p> <p>Individual telephone conversations with relevant parents and students prior to starting</p>	L	1	DSL/ SENCO	07/09/21	Headteacher
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. 	<p>Teaching Assistants briefed regarding student needs where necessary.</p> <p>Teaching staff for each group to be made aware of SEND pupils and their needs</p> <p>Form time and PSHCE provision to address mental health concerns</p> <p>Teaching Assistant allocated to relevant classes where need is identified and where appropriate rooms reviewed to allow more space for TA.</p>	L	1	DSL/ SENCO	07/09/21	Headteacher

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		As a result, pupils with SEND and those concerned about returning to school are well supported.	Involvement with other agencies as necessary.					
Increased number of safeguarding concerns reported after the Summer break		<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	<p>Designated Safeguarding Lead (DSL) sharing information as required.</p> <p>Pastoral Support Managers (PSM) are supporting with calls to vulnerable families and supporting visits to homes as required, maintaining a social distance at all times.</p> <p>Virtual meetings with Social Care/Children's Service being supported by the DSL and/or keyworker.</p>	L	1	DSL	07/09/21	Headteacher
Emergency evacuation due to fire etc.	H	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<p>All fire escapes remain in use and evacuation will be prioritised.</p> <p>Emergency Evacuation plan reviewed as appropriate.</p>	M	1	SLT / F&O	17/9/21	Headteacher
						SLT	13/09/21	Headteacher
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Disposable gloves/wipes/sprays are next to photocopiers/printers etc Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). 	<p>PHE and Government guidance discussed at length with cleaning supervisor and processes and cleaning audits/hygiene monitoring sheets put in place.</p> <p>F&O plus SLT to regularly carry out school walk through to monitor standards of cleaning and identify additional cleaning measures.</p> <p>Site team are providing additional cleaning support as required.</p> <p>Cleaners have been issued with Government generated Covid-19 Guidance on cleaning in a non-healthcare setting.</p> <p>Cleaning supplies to be located in all classrooms to enable staff members to carry out additional cleaning as necessary.</p> <p>Additional cleaning during each Open Evening of chairs between each group and surfaces in classrooms that may be used during tour – Open Evening specific</p>	L	1	F&O	ongoing	Headteacher
						SLT	ongoing	Headteacher
						F&O	ongoing	Headteacher
						F&O	ongoing	Headteacher
						F&O	ongoing	Headteacher
						Site Team	23/09/21	Headteacher

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		As a result, high standards of cleanliness are maintained in school.						
Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times with contractors to ensure that there is no or little contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	Where possible contractors/visitors will remain external to the school and only come internally as necessary for meetings etc.	L	1	F&O	ongoing	Headteacher
			Where possible contractors/visitors will be met in outdoor areas.			F&O	ongoing	Headteacher
			Hand-Sanitiser provided in reception for all contractors/visitors/delivery drivers use, along with signage and request by school receptionist that hands are sanitised on entry to the school.			F&O	ongoing	Headteacher
			Cleaners will be informed of areas contractors / visitors are using so that these can be cleaned when vacated.			F&O	ongoing	Headteacher
			Contractors restricted from use of any school canteens/kitchen areas.			F&O	ongoing	Headteacher
			Site Team/Reception instructed of procedure for dealing with deliveries.			F&O	ongoing	Headteacher
			All visitors including delivery drivers instructed by reception staff and signage to maintain social distancing.			F&O	ongoing	Headteacher
Cleaners informed of locations of deliveries to ensure areas appropriately cleaned	F&O	ongoing	Headteacher					
Delivery of Virtual Lessons	H	<ul style="list-style-type: none"> Professional appearance – Students and teachers should be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential. Suitable teaching environment. Students and teachers must be physically located in a safe working space appropriate for online lessons, a lounge or study is appropriate, a bedroom or bathroom is not. Teachers should be in a room where others cannot see or listen, if this is not possible headphones must be worn. Screens angled away towards a wall and away from other people. 	<p>All staff have been given training on how to deliver virtual blended lessons both from home and in the classroom.</p> <p>All students and parents have been provided with information on how to access and attend virtual lessons.</p> <p>The following procedures and guidance for staff and students can be found on the Invictus Shared Area T:/Staff Resources/staff/Virtual Lesson How Tos.</p> <ul style="list-style-type: none"> Chat in Virtual Lesson Checking Students Understanding Guide to Home Working for staff Guide to Virtual Lessons for Staff Multi Choice Questions in Lessons Quick set up of Virtual lessons Registers for physical and virtual lessons 	L	1	All Teaching Staff	Ongoing	Headteacher / SLT

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		<ul style="list-style-type: none"> Appropriate language. As with all school-based communications, the content and language of messages must be at all times professional by all parties concerned, including family members. Teachers will advise parents if they need to contact them to use the school's appointments system as normal. Communication. Under no circumstances should teachers or pupils personal contacts be shared during virtual lessons. Staff have received training to carry out virtual lessons Staff are made aware of the correct use of web cameras. 	<ul style="list-style-type: none"> Split virtual lessons and Webcam Guidance Student Activity log Student Webcam in Virtual lessons Virtual lesson attendance Webcams in classrooms. <p>Students and staff will be updated when new documents are uploaded onto the shared area or government, DOE guidance changes.</p> <p>Lessons will be monitored remotely by the I.T Team and SLT including content, pictures and videos.</p>					

School-specific arrangements relating to risk assessment that may need additional detail:

Capacity and organisation of teaching spaces

Arrival to and departure from school

Movement around the school

Classroom allocations

Timetable arrangements

Role of teaching assistants

Breaktime plan

Lunchtime plan

Catering staff

Cleaning

Toilets

Staffroom and offices

Transport

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Classroom expectations

Pupil expectations

Useful links:

- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
 - Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
 - Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
 - Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
 - SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
 - Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
 - Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
 - Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
 - Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
 - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
 - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
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- Public health England <https://www.gov.uk/government/organisations/public-health-england>
 - NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
 - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>