

INVICTUS EDUCATION TRUST

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 3rd September 2020

SCHOOL NAME: Kinver High School REOPENING OF SCHOOL TO ALL YEAR GROUPS (V2 adaptation of original Risk Assessment from June)

Assessment 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: Continuous Live Document! But reviewed on 23/8/20, 23/10/20, 2/11/20, 19/11/20, 17/12/20, 15/1/21	Areas reviewed: Kinver High School

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://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)

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. Add <additional information>
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. To support planning, identify which controls need to be in place before students return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

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<p>The school lapses in following national guidelines and advice, putting everyone at risk</p>	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/social media is updated. • Students updated via classrooms/email/text as necessary. • Any change in information to be shared with Trustees and Chair of Governors and passed on to parents and staff by email • From January, rapid-result tests will be provided to schools and colleges, starting with secondary schools and FE colleges, including special schools and alternative provision for the school and college workforce to conduct weekly testing • 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 to conduct daily testing for those identified as close contacts of workforce colleagues, students or pupils that have tested positive • LFD testing ensures that they do not need to isolate and are able 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. • An LFD school test centre risk assessment is completed and will be read in conjunction to the COVID – 19 risk assessment 	<ul style="list-style-type: none"> • Regular checks on the appropriate Government websites for updated guidance's • Risk assessment reviewed when required due to changes in guidance • Website/social media updated with current information. A virtual tour of classrooms highlighting safety precautions will be filmed and presented on the appropriate website and social media • Weekly communication to students as appropriate via the available tools • Regular communication to Trustees and Governors if/when changes occur then relay to parents and staff • 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. • Lateral flow testing (LFDs) now available for use within an Education setting. The LFDs allow for Staff & Students to be tested to identify any Asymptomatic person. Identification of any Asymptomatic Staff / Students should prevent the person spreading the virus to others. A LFDs School test centre Risk Assessment will run in conjunction with the School COVID-19 risk assessment. • In line with routine infection control practice, close contacts will (currently) not to be tested daily will need to self-isolate in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection. • JAN 21 LOCKDOWN – Less staff on site including teaching staff, teaching assistants, admin, pastoral, catering and cleaning to ensure transmission rates are lowered. 	L	1	<p>COO/Head Teacher / F&O Manager</p> <p>Marketing & Comms</p> <p>Head Teacher / Senior Leadership Team (SLT) / HOY</p> <p>CEO/COO/Head Teacher/HR</p> <p>Head Teacher / F&O Manager</p> <p>Head Teacher / SLT</p> <p>Head Teacher / F&O Manager</p>	<p>Ongoing</p> <p>3/6/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>COO / Head Teacher</p> <p>COO</p> <p>Head Teacher</p> <p>CEO / COO /</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</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.						
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/students 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 students and all staff working with students are adhering to current advice.</p>	<ul style="list-style-type: none"> Schools will send emails and phone parents/staff and students so they are fully informed of the plans to reopen to all students. Ongoing communications given to all staff as plans change/evolve Risk Assessment shared onto the community gateway to enable parents to view the risk assessment 	L	1	Head Teacher / SLT Head Teacher / SLT F&O Manager / Marketing HR	3/6/20 Ongoing 3/9/20	Head Teacher Head Teacher COO / Head Teacher
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, students 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 Procedure 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: <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' https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges 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 	<ul style="list-style-type: none"> Trust wide policies will be reviewed and amended as necessary by Headquarters School based policies will need to be reviewed by schools and staff instructed to read and familiarise themselves with all policies School based policies and procedures to be stored on the school local shared folder for staff access only Heads PA to email all school Staff to confirm acknowledgment of policy. Confirmation of adherence and understanding will be recorded on central records Facilities & Operations Managers are the Health & Safety Responsible person in each school. The COO will be responsible for reporting to PHE. School staff made aware of designated H&S Officer via an email / team briefing The Facilities & Operations Managers are in constant contact with the Local Authority Health & Safety officers and will relay further guidance or information to all staff as and when required. Guidance and handouts provided by the Local Authority will be given to all staff regarding infection control 	L	1	COO / HR Manager F&O Manager / Heads PA / HR Heads PA Heads PA COO & F&O Manager Head Teacher F&O Manager F&O Manager Head Teacher	Ongoing Ongoing 10/6/20 10/6/20 Ongoing 8/6/20 20 & will be reiterated 1/9/20 Ongoing 10/6/20 10/6/20	Trust Board / CEO COO / Head Teacher Head Teacher / F&O Manager Head Teacher / F&O Manager CEO / COO Head Teacher COO / Head Teacher Head Teacher

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		<ul style="list-style-type: none"> 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 delivery from Staff on the morning of their first day in school. Every pupil must be informed even if they do not attend the first day. All students must be informed to tell a member of staff if they begin to feel unwell. Students 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 the 3 September 2020. All are informed that they must tell a member of staff if they begin to feel unwell Electronic briefing issued to staff. Staff & Students aware of Government guidance of face covering in an education setting 	<ul style="list-style-type: none"> Infection control procedure produced as part of the reopening plan by the Head Teacher emailed to all staff before reopening Communication re infection control will be made available on the school website, social media and posters positioned around the school in prominent areas Parents advised via the Government / NHS test & trace system that if their child has COVID-19 symptoms and test positive, then the School must be informed ASAP. Electronic guidance to be developed for students regarding infection control. This will provide a step by step guide on what to do if feeling unwell These guidance’s will be given to students via email preferably, or in person before the first day back on 3 Sept 2020 All staff to be instructed to check emails 8.30am every day for any updates Test and Trace initiative by the Government will be communicated to all staff prior to re-opening on the 3 September 2020 All students and staff will wear face coverings in communal areas from Monday 2nd November i.e. in corridors and communal areas, when entering buildings and on school transport. In areas where local restrictions apply, and 1m plus social distance cannot be maintained, and where year 7 and above are educated, face coverings must be worn by adult (staff & visitors) and pupils when moving around indoors such as in corridors, communal areas and school transport. 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 			<p>Marketing & Comms</p> <p>3/6/20</p> <p>SLT / HOY or HOH</p> <p>10/6/20</p> <p>Head Teacher</p> <p>8/6/20</p> <p>Head Teacher</p> <p>2/9/20</p> <p>Head Teacher</p> <p>2/11/20</p>	<p>Head Teacher</p> <p>COO / Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p>	

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		<ul style="list-style-type: none"> From January, rapid-result tests will be provided to schools and colleges, starting with secondary schools and FE colleges, including special schools and alternative provision for the school and college workforce to conduct weekly testing 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 to conduct daily testing for those identified as close contacts of workforce colleagues, students or pupils that have tested positive LFD testing ensures that they do not need to isolate and are able 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. An LFD school test centre risk assessment is completed and will be read in conjunction to the COVID – 19 risk assessment <p>As a result, all staff and students are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <ul style="list-style-type: none"> 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. Lateral flow testing (LFDs) now available for use within an Education setting. The LFDs allow for Staff & Students to be tested to identify any Asymptomatic person. Identification of any Asymptomatic Staff / Students should prevent the person spreading the virus to others. A LFDs School test centre Risk Assessment will run in conjunction with the School COVID-19 risk assessment. In line with routine infection control practice, close contacts who decide not to be tested daily will need to self-isolate in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection. 			Head Teacher	As and when required	Head Teacher
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 Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. 	<ul style="list-style-type: none"> Student & Parent briefing document to be issued by the Schools Head Teacher via email preferably, with relevant information and guidance in regarding the following. <ol style="list-style-type: none"> Showing signs & symptoms of Coronavirus Feeling unwell whilst at school Arrival & departure procedures (including arrival & departure times) 	L	1	Head Teacher	9/6/20 & updated for full school opening 21/8/20	Head Teacher

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		<ul style="list-style-type: none"> • Walk only access to school site for students. No parent’s cars will be allowed on school site. • Marshalls to control access and outside spaces • Issue information to students in relation to restrictions on their movement around the site • Inform each year group and their parents of their allocated times for the beginning and end of their school day. <i>See appendix 1 (letter to parents & video)</i> <p>Students using the Dedicated School Transport Coach Service:</p> <p>Arrival</p> <ul style="list-style-type: none"> • All students will arrive to school between 8.30 and 8.45 via the front entrance turning circle. • Students in Years 9, 10 and 11 will enter the building via the link corridor main entrance door. • Students in Year 7 and Year 8 will enter the building to the right of reception through the Old Block emergency exit front door to the right of the creche. <p>Departure</p> <ul style="list-style-type: none"> • All students will leave the building between 3.15 and 3.30 with coaches estimated to depart at around 3.40. • Year 7 and Year 9 will leave the building to go and be seated at 3.15 • Year 8 will leave the building to go and be seated at 3.20 • Year 10 will leave the building and go and be seated at 3.25 • Year 11 will leave the building and go and be seated at 3.30 • All students will leave via the same arrival entrance doors and be seated within their Year group Bubble <p>Students travelling to school by Public Transport, car, walking or any other means:</p>	<ul style="list-style-type: none"> d) Arrival & departure drop off/collection points e) No parents’ cars allowed onto the School premises Transport to be provided by the school f) No congregating outside the main School gates / entrances g) Hygiene stations and reminder to regularly handwash h) Information on hygiene stations and the purpose of their use i) Restrictions on movement around the school site. One way system in operation j) Behaviour procedure & expectations of the students and highlighting the zero tolerance on breaching this which will result in the child being sent home k) The School will be providing FSM food at lunch or break times, students advised to bring their own lunch. Changes in timetable to accommodate break & lunch times. 					

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		<p>Arrival</p> <ul style="list-style-type: none"> All students MUST arrive to school between 8.45 and 9.00 via their assigned entrance / exit location point. Students in Year 7 and Year 8 will enter the school grounds via the Enville Road entrance gate in front of the Old Block and enter building to the right of reception through the Old Block emergency exit front door to the right of the creche. Students in Years 10 and 11 will enter via the front of school (turning circle) entrance and come into the building via the link corridor main entrance door. Students in Year 9 and Sixth form students will enter via the rear pedestrian entrance via Castle Street. <p>Departure</p> <ul style="list-style-type: none"> All students will leave the building between 3.00 and 3.15 via the same entrance point Year 7 and Year 9 will leave at 3.00 Year 8 and Sixth form will leave at 3.10 Year 10 will leave 3.15 Year 11 will leave at 3.30 <p>Staff will greet students in their form room from 8.30 as each different group of students arrive to school.</p> <ul style="list-style-type: none"> Inform each year group and their parents of the allocated entrance and exit points to school (see above) and where they should go on arrival, these being the Main gates via the turning circle following social distancing Students to be supervised in accessing hand gel hygiene station facilities on arrival, ensuring that students' queue while maintaining social distancing as they wait for facilities. All staff to wash hands on arrival in school and frequently during the school day. Hand gel stations set up at entrance /exit points and available in all classrooms. Make it clear to staff, parents and students that they cannot congregate at the front of school prior to the start of the school day Home to School transport will be provided following the guidance's from the department of transport and the local authority. 	<ul style="list-style-type: none"> School staff to be designated as 'Marshalls' will be coordinating the ingress onto the school grounds and access away from the school utilising the Government guidance on social distancing Lines 2metres apart to be painted/taped on the entrance to the school gates Students will be reminded by Teaching Staff to wash hands on a regular basis. Toilet corridors will be monitored by staff to ensure students follow social distancing whilst waiting to wash hands during breaks Staff to follow Government guidance procedures whilst at work, this will include instruction to regularly hand wash and hand sanitize As previously mentioned, Student & Parent briefing document to be issued by the School highlighting no congregating by the school entrances and gates Home to school transport is being offered . The Head Teacher's letter to parents / students must make it clear on arrival times and entrance points 			<p>Head Teacher / SLT / F&O M</p> <p>Caretaker / Site Team</p> <p>Teaching Staff</p> <p>COO / Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Caretaker / Site Team</p>	<p>Ongoing</p> <p>8/6/20</p> <p>3/6/20 - ongoing</p> <p>Ongoing</p> <p>4/6/20 & 21/8/20</p> <p>21/8/20</p> <p>Ongoing</p>	<p>Head Teacher</p> <p>F&O Manager</p> <p>Head Teacher / SLT</p> <p>COO / Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>F&O Manager</p>

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		<ul style="list-style-type: none"> • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as students and staff arrive at school. School to split into SIX separate 'Year Group Bubble Mini Schools'.</p> <ul style="list-style-type: none"> • Year groups will be roomed in 'bubbles' and separate areas for the school and move between 4-5 rooms in that location • Specialist rooms will be vacant and used for specialist teaching as and when required with teachers having designated rooms (eg dual TT – so students will be escorted to labs DT / PE etc as and when req) • Staggered breaks / split lunch / social separation bubbles etc • Dettol spray is in every classroom for staff to clean desks prior to end of the lesson if students are moving <p>Bubble Locations:</p> <ul style="list-style-type: none"> • Year 7 – Old Block top floor- ICT 17 • Year 8 – Old Block ground floor – ICT 23 <ul style="list-style-type: none"> ○ Same Old Block toilets – used at break/lunch – same social space • Year 9 – Science Upper Corridor & Room 26 Science ground floor – ICT T6 • Year 10 – New Block Upper Floor – Class set laptops - bookable • Year 11 – New Block Ground Floor – ICT suite New Block <p>School Day</p> <ul style="list-style-type: none"> • Year groups will become 'bubbles' for lessons, social time / breaks & assemblies • Classrooms have been set up for 1m – in the majority of spaces. HOWEVER, Students do not have to socially distance if seated forward in classrooms – • 1-way system will be in operation in the following zones: <ul style="list-style-type: none"> ○ New Block (anticlockwise) <ul style="list-style-type: none"> ▪ Yr10 entrance & exit at all times via the front stairs & front entrance ▪ Yr11 arrival / departure by front entrance. Break and lunchtime entrance & exit is via Room 2 (side door) ○ Old Block -Lower School <ul style="list-style-type: none"> ▪ 1-way system as marked out, anti-clockwise. ▪ STAIRS: Rm 24 – UP ONLY Rm 21 (rear) DOWN ○ Old Block – Canteen / Specialist – 1-way clockwise <ul style="list-style-type: none"> ▪ Entry from Sci / Quad / Rear canteen GS2 door ▪ Exit via Link to Playground B ▪ * Dual access via Link & Admin corridor to Former Staff Toilets * at break & lunch Y9 / Yr11 	<ul style="list-style-type: none"> • Regular (weekly) stock checking of hand soap, sanitiser and hand washing supplies will be conducted with minimum stock levels introduced to ensure a constant supply is available 					

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		<p style="text-align: center;">REVISED COVID School Day Timings: BELLS – 9.15 / 9.30 <u>11.15</u> 1.30 3.00</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;">Staggered TRAVEL BUBBLE Arrival times</th> <th style="width: 10%;">Registration</th> <th style="width: 10%;">Period 1</th> <th style="width: 10%;">Period 2 & Staggered Break</th> <th style="width: 10%;">Period 3</th> <th style="width: 10%;">Period 4 & Split Lunches</th> <th style="width: 10%;">Period 5</th> <th style="width: 10%;">Period 6</th> <th style="width: 10%;">Staggered Departure</th> </tr> </thead> <tbody> <tr> <td></td> <td>9.15-9.30</td> <td>9.30-10.15</td> <td>10.15-11.15</td> <td>11.15-12.00</td> <td>12.00-1.30</td> <td>1.30-2.15</td> <td>2.15-3.00* <small>*Teachers supervise until 3.30</small></td> <td>3.00-3.30</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Staggered Break & Location</p> <p style="text-align: center;">1st Break: 10-40-10.55</p> <p>Lower - Year 8 – Old School Hall - Dining – Playground A- Toilets Old Block Middle - Year 9 – Canteen – New Quad Toilets Old Block – Former Staff Toilets</p> <p style="text-align: center;">Break 2 – 11-11.15</p> <p>Lower - Year 7 Old School Hall - Dining – Playground A- Toilets Old Block Middle Year 10 Playground B or classrooms (wet) Toilets New Block Upper Floor Upper School 11 - Canteen – New Quad Toilets Old Block – Former Staff Toilets Year 12-13 In classrooms / Youth Hut – Toilets YH</p> </div> <div style="width: 45%;"> <p style="text-align: center;">Staggered Lunch Break & Location</p> <p>Lunch 12.00-12.25 – Lesson 12.30-1.30</p> <p>Lower Year 8 – Old School Hall - Dining – Playground A- Toilets Old Block Middle Year 9 – Canteen – New Quad Toilets Old Block – Former Staff Toilets</p> <p>Lunch - 12.30-12.55 Lesson SPLIT 12-12.30 1-1.30</p> <p>Lower - Year 7 Old School Hall - Dining – Playground A- Toilets Old Block Middle Year 10 Canteen – New Quad Playground B New Block Upper Floor</p> <p>Lunch - 1.00-1.30 Lesson 12.00-1.00</p> <p>Upper School Year 11 - Canteen – New Quad Toilets Old Block – Former Staff Toilets Sixth Form – Youth Hut / Home</p> </div> </div>	Staggered TRAVEL BUBBLE Arrival times	Registration	Period 1	Period 2 & Staggered Break	Period 3	Period 4 & Split Lunches	Period 5	Period 6	Staggered Departure		9.15-9.30	9.30-10.15	10.15-11.15	11.15-12.00	12.00-1.30	1.30-2.15	2.15-3.00* <small>*Teachers supervise until 3.30</small>	3.00-3.30				
Staggered TRAVEL BUBBLE Arrival times	Registration	Period 1	Period 2 & Staggered Break	Period 3	Period 4 & Split Lunches	Period 5	Period 6	Staggered Departure																
	9.15-9.30	9.30-10.15	10.15-11.15	11.15-12.00	12.00-1.30	1.30-2.15	2.15-3.00* <small>*Teachers supervise until 3.30</small>	3.00-3.30																
Poor hygiene practice – specific - end of the school day.	H	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up Inform students and parents of their allocated times for the end of their school day <See previous italics section above – appendix 1> Inform students and their parents of the allocated exit points and pick up points, this will be the turning point and main road to the entrance of Kinver High School Make it clear to staff, parents and students that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect students, parents are to remain in cars and park safely outside of school premises Make parents and students aware of government recommendations with regard to transport. Inform parents and students of restrictions and plans relating to school transport and potential road closures. <p>As a result, the risk of infection is reduced as students and staff leave school.</p>	<ul style="list-style-type: none"> As previously mentioned, Student & Parent briefing document to be issued by the School highlighting the drop off and departure safe pick-up Allocated times will be issued on the Student & Parent briefing document As previously mentioned, Student & Parent briefing document to be issued by the School highlighting the drop off and departure safe pick-up etc. Links to the Governments guidance’s to be highlighted on the Schools website 	L	1	Head Teacher	4/6/20 & 21/8/20	Head Teacher																
						Head Teacher	4/6/20 & 21/8/20	Head Teacher																
						Marketing & Comms	Ongoing	Head Teacher																
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, students, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) 	<ul style="list-style-type: none"> Government posters will be used for consistency in schools. These posters will be positioned around the school in appropriate and easily seen areas 	L	1	Site Manager/ Caretaker / Site Team	4/6/20 – 1/9/20	F&O Manager																

INVICTUS EDUCATION TRUST

Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Students 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 students 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 70 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, students and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance • 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 students are washing their hands to avoid overcrowding in hand washing areas • No crockery/utensils will be available or shared by students • Staff to bring in their own crockery/utensils, no crockery/utensils will be available or shared by staff – advised to not bring items from home • Staff are responsible for thoroughly cleaning their own crockery/utensils • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned more frequently, paper/hand towels are refilled regularly too. <p>As a result, all students and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	<ul style="list-style-type: none"> • Students to be reminded to wash their hands as per the Government guidance of at least 20seconds, • School Teaching staff to ensure this message is delivered to the students before every lesson • Large bulk orders for all Invictus Schools has been ordered and will be delivered to all schools and in time for the opening on the 3 September 2020. Supplies will be monitored to ensure enough stock is available to accommodate continual demand • Guidance and handouts provided by the Local Authority will be given to all staff / students regarding infection control • Weekly stock checks on cleaning products, hand sanitiser and soaps to be implemented to ensure ample stock. • Students to be reminded to wash their hands as per the Government guidance of at least 20seconds, • As previously mentioned, Student & Parent briefing document to be issued by the School highlighting <u>no</u> crockery/utensils will available or shared by students • As part of the staff briefing, staff informed that they would have to bring their own lunch in a plastic disposable bag. • A new staff rota for cleaning staff and cleaning plans have been developed. This is to ensure that cleaning staff are present on the school site at any one time. The additional cleaning duties of the School will meet Government guidance. The cleaning team will be managed by the Site Manager to ensure these rotas and plans are adhered to • The increased cleaning plans will ensure student and staff toilets cleaned frequently, including high footfall areas and areas where potential 			Teaching Staff Teaching Staff F&O Manager F&O Manager Site Manager / Caretaker / Site Team Teaching Staff Head Teacher Head Teacher Site Manager / Site Team	15/6/20 15/6/20 3/6/20 & ongoing 10/6/20 - ongoing Ongoing 15/6/20 - ongoing 4/6/20 - ongoing 8/6/20 - ongoing 8/6/20 & 1/9/20 & 11/1/21	Head Teacher / SLT Head Teacher / SLT COO / Head Teacher Head Teacher F&O Manager Head Teacher Head Teacher F&O Manager

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
			touching of surfaces i.e. door handles. The cleaning team will be managed to ensure these frequencies are maintained					
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> Clear signage in place regarding social distancing Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Thorough cleaning of all areas that can be touched to be wiped down with appropriate cleaning solution Discourage parents from entering the school building Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors <p>As a result, reception staff are protected.</p>	<ul style="list-style-type: none"> Use of Government signage around all of the Invictus Trusts schools will ensure continuity Barrier screen to be erected on open plan reception areas or visors to be issued to reception staff as a minimum The additional cleaning duties of the School will meet Government guidance. The cleaning team will be managed by the Site Manager / Cleaning Supervisor to ensure all areas are cleaned appropriately Parents informed via the briefing letter from the Head Teacher that the main reception will be closed to parents. The automatic doors to the main entrances to the reception will remain closed to stop access, but will open in an emergency situation Staggered barriers to the main entrance of the school will enable staff enter apart and conform to social distancing Barrier screen to be erected on open plan reception areas 	L	1	Site Manager / Site Team Site Manager / Caretaker Site Manager / Caretaker / Cleaning Supervisor Head Teacher Site Manager / Caretaker Head Teacher / SLT Site Manager	8/6/20 & 1/9/20 8/6/20 & 1/9/20 15/6/20 - ongoing 4/6/20 & 21/8/20 15/6/20 - ongoing 8/6/20 – ongoing 1/9/20	F&O Manager F&O Manager F&O Manager Head Teacher F&O Manager / Head Teacher Head Teacher F&O Manager
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 where possible Tissues/hand sanitiser to be available in office locations Each individual is responsible for wiping down their own work area before and after use. Staff to wash hands on arrival at school <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<ul style="list-style-type: none"> Staggered barriers to the main entrance of the school will enable staff to enter apart and conform to social distancing All offices and Teaching workstations will have a bottle of hand sanitizers, tissues and cleaning wipes to clean down areas Staff must follow Government guidance’s whilst at work, this will include instruction to regularly hand wash and hand sanitize 	L	1	Head Teacher / SLT Site Manager / Caretaker COO / Head Teacher	8/6/20 - ongoing 8/6/20 - ongoing 1/9/20	Head Teacher F&O Manager / Head Teacher COO / Head Teacher
Poor hygiene practice – specific –	H	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting students with toileting routines – mask, gloves, apron 	<ul style="list-style-type: none"> Students who require this level of personal care will have received an individual risk assessment via the Head of Inclusion / SENco 	L	1	Head of Inclusion / SENco	1/9/20 - ongoing	Head Teacher

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
toilet/changing facilities.		<ul style="list-style-type: none"> • 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 <insert here> • 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 students.</p>	<ul style="list-style-type: none"> • Staff will be provided PPE packs including guidance's on use and disposal • JAN 21 LOCKDOWN – Less staff on site including teaching staff, teaching assistants, admin, pastoral, catering and cleaning to ensure transmission rates are lowered. 					
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 • Whilst students are at breaktime/lunchtime, <identified member of staff> to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards • Disposable gloves/wipes/sprays are next to photocopiers/printers etc • Cleaners to act upon guidance normally linked to 'thorough cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>	<ul style="list-style-type: none"> • Senior Leadership Team (SLT) will regularly carry out H&S internal inspections and monitor standards of cleaning and identify additional cleaning measures. • Site Manager / Cleaning Supervisor will monitor the cleaning and report back to SLT on a weekly basis • A new staff rota for cleaning staff and cleaning regimes is has been developed. This is to ensure that cleaning staff are present on the school site at any one time. The additional cleaning duties of the School will meet Government guidance. The cleaning team will be managed by the Site Manager to ensure these rotas and regimes are adhered to • Additional PPE and wipes / sprays & gloves be provided in locations where needed on items which may be required to be used by more than one person i.e. use of photocopiers • The increased cleaning regimes will ensure student and staff toilets cleaned frequently, including high footfall areas and areas where potential touching of surfaces i.e. door handles. The cleaning team will be managed to ensure these frequencies are maintained 	L	1	SLT Site Manager / Cleaning Supervisor Site Manager Site Manager / Caretaker Site Manager / Cleaning Supervisor	Ongoing Ongoing 8/6/20 & 1/9/20 8/6/20 – ongoing 8/6/20 - ongoing	Head Teacher Head Teacher F&O Manager F&O Manager F&O Manager

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
			<ul style="list-style-type: none"> • Additional cleaning inspection sheets will to be placed in each toilet and signed by cleaning staff after every clean down • Daily cleaning rota will be managed by the Cleaning Supervisor who will ensure the cleaning sign to say they have completed the tasks and replenish these sheets on a daily basis • Copies of completed sheets to be kept as evidence by the F&O Manager • JAN 21 LOCKDOWN – Less staff on site including teaching staff, teaching assistants, admin, pastoral, catering and cleaning to ensure transmission rates are lowered. 					
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 and high temperature and loss of smell and taste, and are kept up-to-date with national guidance about the signs, symptoms, transmission, and isolation periods of coronavirus 	<ul style="list-style-type: none"> • COVID-19 government guidance's to Safe Working Procedure / Infection control procedure to be issued to staff incorporating procedure for dealing with ill health in school. • If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact. • If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high 	L	1	F&O Manager / Head Teacher	10/6/2 & 1/9/20 ongoing	Head Teacher

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • 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 • Students/staff displaying symptoms of coronavirus do not come in to contact with other staff/students A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained • If contact with a staff member or child is necessary, then gloves, an apron and a face mask should be work 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 staff/student's symptoms worsen • 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. • Any pupil who displays signs of being unwell is immediately referred to the school first aider and arrangements made to be sent home • Any staff member who displays signs of being unwell immediately refers themselves to school first aider and is sent home • Ensure all staff absences are appropriately recorded. 	<p>temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.</p> <ul style="list-style-type: none"> • Staff who are designated first aiders or will to be in proximity to an area where s student or employee who is poorly with COVID-19 symptoms must wear the appropriate PPE. This will be provided as specified by Government guidance's • Staff will be provided a crib sheet via Headquarters / Head Teacher on procedures they must follow if a child or staff members becomes poorly with COVID-19 symptoms • Form to be produced by HQ for those with suspected Covid-19 symptoms to ensure appropriate guidance is provided, testing carried out plus results are communicated to school. • Medical isolation room (conference room) or designated outdoor areas to be identified, set up and clearly signed. • Medical isolation areas will be cleaned thoroughly before and after use. Staff who enter this area to be provided with full PPE as specified by the Government guidance's • All absences will be recorded in detail by the Heads PA 			<p>Head Teacher / F&O Manager</p> <p>COO / HR</p> <p>COO /HR</p> <p>SLT</p> <p>Site Manager / Cleaning Supervisor</p> <p>Head PA</p>	<p>8/6/20 - ongoing</p> <p>10/6/20 - ongoing</p> <p>1/9/20</p> <p>8/6/20 & 1/9/20</p> <p>15/6/20 & as and when required</p> <p>Ongoing</p> <p>8/6/20 & 1/9/20</p>	<p>Head Teacher / COO</p> <p>COO</p> <p>COO</p> <p>Head Teacher</p> <p>F&O Manager</p> <p>Head Teacher /</p>

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • Where the named person is unavailable, staff ensure that any unwell students 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 households, including accessing testing • Unwell students who are waiting to go home are supervised in <an area> where they can be at least two metres away from others • Areas used by unwell students who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated • If a staff/pupil needs to use the bathroom, they should use a separate bathroom which will be cleaned after use. • From January, rapid-result tests will be provided to schools and colleges, starting with secondary schools and FE colleges, including special schools and alternative provision for the school and college workforce to conduct weekly testing • 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 to conduct daily testing for those identified as close contacts of workforce colleagues, students or pupils that have tested positive • LFD testing ensures that they do not need to isolate and are able 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. • An LFD school test centre risk assessment is completed and will be read in conjunction to the COVID – 19 risk assessment <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>	<ul style="list-style-type: none"> • Medical isolation room (conference room) or designated outdoor areas to be identified, set up and clearly signed. • Any Student or member of staff shows signs of COVID-19, will be sent home and advised that a test must be taken ASAP, then isolate for 10days and contact or ensure contact with the NHS Test & Trace team. • Designated bathroom / toilets to be identified for staff and pupils. These toilets will be cleaned frequently or after use of a staff member who potentially become poorly with COVID-19 symptoms • Lateral flow testing (LFDs) now available for use within an Education setting. The LFDs allow for Staff & Students to be tested to identify any Asymptomatic person. Identification of any Asymptomatic Staff / Students should prevent the person spreading the virus to others. A LFDs School test centre Risk Assessment will run in conjunction with the School COVID-19 risk assessment. • In line with routine infection control practice, close contacts will (currently) not to be tested daily will need to self-isolate in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection. • JAN 21 LOCKDOWN – Less staff on site including teaching staff, teaching assistants, admin, pastoral, catering and cleaning to ensure transmission rates are lowered. 			<p>Site Manager</p> <p>SLT</p> <p>Site Manager / Cleaning Supervisor</p> <p>Head Teacher / SLT</p> <p>Head Teacher / F&O Manager</p>	<p>Ongoing</p> <p>4/6/20, ongoing & as and when required</p> <p>Ongoing</p> <p>Ongoing</p>	<p>F&O Manager</p> <p>Head Teacher</p> <p>F&O Manager</p> <p>Head Teacher</p> <p>Head Teacher</p>

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
A student is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 10 days The Facilities & Operation Manager will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. If a positive COVID-19 test is confirmed the NHS Test & Trace team will contact the Parents of the Student to enable identification of people of whom the Student may have been in contact with 	<ul style="list-style-type: none"> Form to be produced by HQ for those with suspected COVID-19 symptoms to ensure appropriate guidance is provided, testing must be carried out with results being communicated to school. A request on the Head Teacher briefing note to Students / Parents will state any positive test result must be relayed to the School Head Teacher / Senior Leader without delay If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive. SLT to review suspected cases to ensure COVID-19 test results are communicated to the school. COO or Head-teacher is to contact Public Health England (PHE) immediately 	L	1	<p>SLT</p> <p>SLT</p> <p>COO / Head Teacher</p>	<p>10/6/20 – as and when required</p> <p>8/6/20 – continually advised</p> <p>Ongoing & as and when required</p>	<p>Head Teacher /COO</p> <p>Head Teacher</p> <p>COO</p>

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
		As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.						
A member of Staff is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> Staff are required to undertake a Coronavirus test. Results of the Test must be shared with the school immediately upon receipt. 	<ul style="list-style-type: none"> Form to be produced by HQ for those with suspected COVID-19 symptoms to ensure appropriate guidance is provided, testing must be carried out with results being communicated to school. If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive. A request on the Head Teacher briefing note to Staff will state any positive test result must be relayed to the School Head Teacher / Senior Leader without delay SLT to review suspected cases to ensure COVID-19 test results are communicated to the school. COO or Head-teacher is to contact Public Health England (PHE) immediately 	L	1	COO / HR	10/6/20 & 1/9/20 as and when required	COO
		<ul style="list-style-type: none"> If member of staff is tested positive to Coronavirus, then school will report to PHE. Then PHE's local protection teams will conduct a rapid investigation and will advise school on appropriate action. If a positive COVID-19 test is confirmed the NHS Test & Trace team will contact the staff member to enquire about identification of people of whom the staff member may have been in contact with <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>				SLT	8/6/20 & 1/9/20	Head Teacher
						COO / Head Teacher	Ongoing	COO

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
<p>Poor management of pupil numbers reduces the ability of students and staff to practice social distancing.</p>	<p>H</p>	<ul style="list-style-type: none"> • Leaders to identify and communicate clearly to parents and students who is to attend and the times they are to attend • Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that students can remain social distant apart where possible and where practicable • All classrooms will be set up in advanced utilising the 2metres social distancing rules. This will determine the capacity of desks / students that each room can safely accommodate. • Each classroom will include an exclusion zone where the class teacher will teach the class from. Enabling the staff member to remain 2metres away from any students and utilise the computer, marker boards etc. • 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 • Leaders to consider how best to supplement remote education with face-to-face support for students. <p>As a result, staff and students are clear about where they should be, the times that they should be there and what they are delivering.</p>	<ul style="list-style-type: none"> • The Head Teacher will arrange for a virtual tour / emails and arrange presentations to parents/staff and students, so they are fully informed of the plans to reopen to all year groups. Ongoing communications to all as plans change/evolve. • Classroom capacities to remain with small adaptations to be made to support social distancing without compromising fire safety routes. social distancing rules and monitored by the class Teacher to ensure social distancing is followed. • Only defined areas of the school to be used for each year group bubble, signage to be clear, desk spacing to be arranged and flooring marked to aid social distancing at all times. • Year groups will be designated to particular rooms and limited to specific parts of the school. • JAN 21 LOCKDOWN – Less staff on site including teaching staff, teaching assistants, admin, pastoral, catering and cleaning to ensure transmission rates are lowered. 	<p>L</p>	<p>1</p>	<p>Head Teacher</p> <p>Class Teacher</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>4/6/20 & 20/8/20</p> <p>Ongoing</p> <p>4/6/20 & 20/8/20</p> <p>4/6/20 & 20/8/20</p> <p>Ongoing</p>	<p>Head Teacher</p> <p>SLT</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p>
<p>Insufficient staff to run face-to-sessions for students.</p>	<p>H</p>	<ul style="list-style-type: none"> • Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school • Leaders to ensure that the clinically extremely vulnerable are not in attendance at school • Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible • Leaders to ensure clinically vulnerable staff receive a Risk Assessment with their line manager to ensure appropriate control measures are in place for safe working 	<ul style="list-style-type: none"> • Invictus HR to compile list of employees who are clinically extremely vulnerable and clinically vulnerable, to be shared with the Senior Leadership Team, Individual risk assessments will have been completed to enable staff to return to work for September considering additional control measures • Staff who are clinically vulnerable will be provided a Risk Assessments with their line manager and safe control measures agreed 	<p>L</p>	<p>1</p>	<p>HR / Heads PA</p> <p>SLT / Heads PA</p> <p>SLT</p> <p>SLT</p>	<p>5/6/20 & 1/9/20</p> <p>8/6/20 & 1/9/20</p> <p>Ongoing</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p>

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
		<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 students.</p>	<ul style="list-style-type: none"> SLT will send emails and arrange meetings for staff so they are fully informed of the plans to reopen to all students. Ongoing communications to all as plans change/evolve. SLT to develop a Teaching & non-Teaching rota to ensure cover is available if staff have to self-isolate 			SLT	8/6/20 & ongoing 8/6/20 & ongoing	Head Teacher Head Teacher
Student movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> Staggered starts to be put in place for breaktime and lunchtime <See previous italics section above or separate staff summary plan – appendix 2> <One-way circulation> where possible to be put in place for students arriving and leaving shared lunch space/lessons. appendix 3 Allocated outdoor areas for each year group to be identified for breaktime and lunchtime appendix 2/3 Lunchtime to be staggered for different groups <<See previous italics section above or separate staff summary plan – appendix 2>> Students advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited Students to be supervised in washing hands before and after lunch In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. Food is provided by the catering team and put into grab bags. Food will be pre ordered electronically. Students who are not FMS will be able to buy food with a contactless payment as of 2/11/20 for yrs. 9,10 & 11 then 16/11/20 for year 7&8. Alternatively, students can bring a packed lunch, which may be eat in classrooms if a wet break/lunch Tables to be cleaned between year groups using lunchtime facilities 	<ul style="list-style-type: none"> Floor tape with arrows highlighting the direction of the walkway system Areas highlighted for breaktime and lunch to be communicated to all staff and students. Staff to prohibit the use of any balls/play equipment whilst supervising break duties Students to line up 2meters apart in their designated area before being allowed back into the school, Students will then wash hands and then sanitize at the hygiene station before re-entering the classroom. Eating spaces to be clearly marked out using the 2metre social distancing guidance's and supervised during lunch periods FSM, Students & Staff to be clearly informed that they can purchase food from the 2/11/20 & 16/11/20 as per their yrs. group, or to bring their own refreshments & lunch. All tables and chairs will be cleaned between groups and coordinated by the Site Manager & Cleaning Supervisor 	L	1	Site Manager / Caretaker SLT All Staff All Staff All Staff SLT Site Manager / Cleaning Supervisor	4/6/20 & 1/9/20 8/6/20 & 1/9/20 Ongoing Ongoing 15/6/20 & 1/9/20 8/6/20, 1/9/20&2/11/20 15/6/20 & Ongoing	F&O Manager Head Teacher Head Teacher Head Teacher Head Teacher F&O Manager

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		As a result, the risk of infection during unstructured time is reduced.	<ul style="list-style-type: none"> JAN 21 LOCKDOWN – Less staff on site including teaching staff, teaching assistants, admin, pastoral, catering and cleaning to ensure transmission rates are lowered. 					
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> All unnecessary items to be removed from classrooms and learning environments and stored elsewhere All soft furnishings and items that are hard to clean to be removed Students to be directed to specific seats in classrooms and to maintain seats during the day as far as possible Tissues and hand sanitiser to be 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 Where possible, windows to be opened to provide ventilation. Inform all the students that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection appendix 1 Students/staff to clean IT equipment (especially 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 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 	<ul style="list-style-type: none"> Unnecessary items have been removed from classrooms. Soft furnishings removed or cordoned off to prevent use. Students to be directed to use the same classroom seat and desk for the duration of their day at school. Hygiene Hand-sanitiser stations set up at door of each classroom as well as in other areas of the school. Bins to be emptied by site team during breaks and at the end of the school day Classroom doors will remain open; however, corridor doors will remain closed to conform with Fire regulations. These doors/ push plates will be wiped down / cleaned frequently. Taps to be changed to push taps in WC areas. As weather permits relevant classroom windows to be opened by site team during unlocking at the start of the day. Wipes provided for staff to clean keyboard, mouse and desk before and after use. Teachers to use their individual set of board marker etc. Cleaning wipe to be made available, Staff instructed to avoid sharing keyboards/telephones and wipe down equipment before and after use. 	L	1	Site Manager / Caretaker	3/6/20	F&O Manager
						SLT	3/6/20	Head Teacher

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		<ul style="list-style-type: none"> • Guidance issued to staff on the use of the staff room and staff toilet area. Staff designated to different staff rooms /toilets and advised against use of shared cutlery. Kettle use outlined. Posters up to remind staff of expectations. See separate staff summary plan shared with staff – appendix 2> • Staff to be reminded to adhere to social distancing at all times and posters up around school to signpost this • 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. • Teaching staff will ensure they have washed and sanitised their hands before and after marking of student books/papers <p>As a result, the risk of infection to staff and students in classrooms is reduced.</p>	<ul style="list-style-type: none"> • Gloves and other PPE to be made available to site team for removal of items as necessary. • Signage displayed in staff room to promote adherence to Covid-19 guidance. • Wipes and signage displayed next to shared photocopiers to facilitate cleaning before and after use. • Staff to be informed via staff briefing re breaks arrangements and utensils / kettle arrangements • Staff informed/reminded that books/papers can be marked however, follow the guidance from dfe. And ensure hands are washed and sanitised. • JAN 21 LOCKDOWN – Less staff on site including teaching staff, teaching assistants, admin, pastoral, catering and cleaning to ensure transmission rates are lowered. 			<p>Site Manager / Caretaker</p> <p>Site Manager / Caretaker</p> <p>Site Manager / Caretaker</p> <p>SLT</p>	<p>8/6/20 & 1/9/20</p> <p>Ongoing</p> <p>4/6/20 - ongoing</p> <p>8/6/20 & 1/9/20</p>	<p>F&O Manager</p> <p>F&O Manager</p> <p>F&O Manager</p> <p>Head Teacher</p>
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p>H</p>	<ul style="list-style-type: none"> • Students are reminded of the behaviour policy on their return to school <ul style="list-style-type: none"> ○ See COVID Behaviour Policy extension Appendix 4 ○ Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to students and parents. Behaviour policy is adjusted as a consequence See COVID Behaviour Policy extension Appendix 4 • Students' individual behaviour plans are reviewed and specific control measures identified and shared with students and staff where necessary. <p>As a result, students and staff understand the behaviour policy/individual plans in context.</p>	<ul style="list-style-type: none"> • Students and parents have been provided via 'Return to School' Information Guidance booklet an update on the behaviour expectations. • A copy of the revised policy appendix is also on the website • This has been shared with all staff as part of the return to school staff briefing. 8.6.20 • Individual Behaviour / Risk assessment plans will be drawn up and shared with staff for particular students when they return to school • JAN 21 LOCKDOWN – Less staff on site including teaching staff, teaching assistants, admin, pastoral, catering and cleaning to ensure transmission rates are lowered. 	<p>L</p>	<p>1</p>	<p>Head Teacher</p>	<p>8/6/20 & 1/9/20</p>	<p>Head Teacher</p>

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Students with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> • Leaders and staff should review individual students' 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 students • Prepare additional social stories to support students with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and students prior to students returning to school. <p>As a result, students with complex needs are well supported.</p>	<ul style="list-style-type: none"> • 08/06/20 At staff meeting: plans shared verbally and PowerPoint emailed out to all. • AOT emailed 08/06/20 for guidance re 'Social Stories' for those on ASD Register (see below) • Individual RAs to be completed for each complex needs student: 	L	1	<p>SENCO</p> <p>AOT / SENCO</p> <p>SENCO</p>	<p>12/6/20 & 1/9/20</p> <p>12/6/20 & 19/6/20 & 1/9/20</p>	
Vulnerable students and students 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 students returning to school • Agree what returning support is available to students with SEND in conjunction with families and other agencies. <p>As a result, students with SEND and those concerned about returning to school are well supported.</p>	<ul style="list-style-type: none"> • There are various organisations which can help school and families: • Kooth https://www.kooth.com/ • Mind http://www.mind.org.uk/information-support/ • Local Family Centre: https://www.dudley.gov.uk/residents/early-years-and-childcare/family-centres • School can contact Multi-Agency Safeguarding Hub (MASH) for advice and guidance. • If a child has complex needs but is unable to attend school, interim support is available: Dudley Youth Service are facilitating online hubs that may be a useful support for students: • https://www.dudley.gov.uk/residents/learning-and-school/youth-service/ • Support may be obtained by using Educational Psychologists already known to the school (Dr Heath Lyon), using credits purchased earlier in 	L	1	<p>SENCO</p> <p>SENCO</p>	<p>8/6/20 & 1/9/20</p> <p>08/06/20 & 1/9/20</p>	<p>Head Teacher</p> <p>Head Teacher</p>

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			<p>the year: Educational Psychology Community Support Line (01384 814381); email epsupport@dudley.gov.uk (Mon – Fri 9am – 5pm)</p> <ul style="list-style-type: none"> School to email SEN Team Staffordshire to ask for similar information within Staffordshire as that offered by SEN Team, Dudley 					
Increased number of safeguarding concerns reported after lockdown.	H	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning students 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>	<ul style="list-style-type: none"> A revised Safeguarding Policy has been added in response to COVID-19 and shared with all staff as part of the staff briefing 8.6.20 & 1/9/20 Communication between services will be maintained where appropriate. Mental health support will be provided via weekly pastoral virtual sessions for those home educating. Followed up by 1-1s when needed. 15 minute Q&A with class regarding their wellbeing and experiences during first lesson back. See appendix – Safeguarding COVID Policy A copy of this has also been made available to all stakeholders via the school website. 5.6.20 A safeguarding contact or telephone is being made with all students in preparation of all students to return to school in September 	L	1	DSL	8.6.20 & 1/9/20	Head Teacher
						DSL	5,6,20 & 1/9/20	Head Teacher
							ongoing	
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 Classroom staff will be responsible for the safe evacuation of the classroom Staff to try and maintain social distancing whilst evacuating students Staff to evacuate to assembly point Staff to communicate emergency evacuation procedures to students at the beginning of each day. No re-entry of buildings until instructed <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<ul style="list-style-type: none"> Evacuation procedure will be reviewed Head Teacher to ensure all staff are aware of changes to the Evacuation procedure All fire escapes remain in use and checked on a daily bases during the opening up of the school process Teaching staff to continually advise students to social distance whilst evacuating the site Evacuation Assembly Point to be clearly marked with 2m distancing lines for assembly within social distancing guidance. Evacuation drill to be carried out to ensure emergency evacuation procedure under social distancing guidance is clear. Teaching staff will announce emergency evacuation procedures at start of lessons 	L	1	Site Manager, F&O Manager / Head Teacher	10/6/20 & 1/9/20	COO / Head Teacher
						Site Manager / Caretaker	Ongoing	F&O Manager
						Teaching Staff	Ongoing	Head Teacher
						Site Manager / Caretaker	Ongoing	F&O Manager
						Teaching Staff	Ongoing	SLT

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			<ul style="list-style-type: none"> JAN 21 LOCKDOWN – Less staff on site including teaching staff, teaching assistants, admin, pastoral, catering and cleaning to ensure transmission rates are lowered. 					
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 contact with staff or students Agree arrival and departure times with visitors to minimise contact with staff or students (e.g. parental meetings before and after school where possible). All visitors to comply with face covering, distancing and hygiene protocols. Visitors to be supervised at all times with staff members. 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 / visitors to bring own food, drink and utensils onto site. Contractors to provide school with copy of their Safer Working Practices to ensure they are managing work sites in line with Government advice. Staff who receive deliveries to the school to wash hands in line with government guidance after handling 	<ul style="list-style-type: none"> Contractors/visitors will remain external to the school and only come internally where it is urgent or necessary. Contractors/visitors will remain external to the school and only come into the school where it is urgent or where timings and procedures have been agreed with the school in advance to allow sufficient planning. Contractors/visitors will be met in outdoor areas. Visitors to have a notified appointment with reception. Reception not open to casual visitors. Hand-Sanitiser provided in reception for all contractors/visitors use, along with signage and request by school receptionist that hands are to be washed & sanitised on entry to the school. Cleaning Teams informed of areas contractors are using so that these can be cleaned when vacated. Site Team/Reception SWPs to include procedure for dealing with deliveries. Staff to ensure hands are washed & sanitised after dealing with any deliveries 	L	1	Site Manager / Caretaker SLT/ Site Manager / Caretaker Site Manager / Caretaker / Cleaning Supervisor Site Manager / Caretaker Site Manager / Caretaker Site Manager / Caretaker	Ongoing 4/6/20 & 1/9/20 ongoing Ongoing Ongoing Ongoing	F&O Manager Head Teacher / F&O Manager F&O Manager F&O Manager F&O Manager

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		<ul style="list-style-type: none"> Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries 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>	<ul style="list-style-type: none"> Cleaners to be informed to clean an area once deliveries have been including delivery location. JAN 21 LOCKDOWN – Less staff on site including teaching staff, teaching assistants, admin, pastoral, catering and cleaning to ensure transmission rates are lowered. 					

[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

Classroom expectations

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Pupil expectations

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- 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>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- 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>
- Students' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with students with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- 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>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- 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>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>