COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: SHOEBURYNESS HIGH SCHOOL

OWNER: C Costello

DATE: 25 May 2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

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

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities					
Premises and utilities have been health and safety checked and building is compliant. • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements	If site Manager is unavailable Site requires cleaning before reopening (see below)	H M *M*	Identified site staff on staff daily briefing sheet Deep cleaning carried out in all areas to be reused in staged reopening	20/04/20 22/05/20 *26/05/20*	L L *L*

Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members.	M	Office staff desks repositioned. Staff working from home until necessary. Only essential cover on site.	20/05/20	L
Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place in identified zones.	Bottlenecks likely at entrances to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors. Identified entrances for each group of students in place to enter and exit the school. Staggered entry and exit times supervised by SLT with escort to learning zones. Signage in place.	26/05/20	L
Consideration given to premises lettings and approach in place.	Introduction of additional people through lettings. Cannot be let and reassembled with sufficient time for cleaning in between.	M	No lettings for the remainder of school year.	20/05/20	L
Consideration given to the arrangements for any deliveries.	Additional movement of external people around the school site	M	Site staff informed. Small deliveries to reception for delivery by site staff. Large deliveries supervised by duty site staff to minimise access to site by external people.	1/5/20	*L*
Emergency Evacuations					
Evacuation routes are confirmed, and signage accurately reflects these. *NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.*	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	*M*	*Revised evacuation procedure and share with all staff and children.*	*1/6/20*	L

Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Students with reduced mobility need support if fire alarm rings	M	Site staff follow normal fire drill procedure	1/4/20	L
Cleaning and Waste Disposal					
Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	Spread of COVID-19 between students or students and staff	M	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Classrooms clearly identified as deep cleaned. Handwash and alcohol gel (60%) are to be checked and replaced as needed by site staff, SLT support and cleaning staff Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	*1/4/20* *1/4/20*	L
Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Provide cleaning cover between groups of students whilst completing deep clean programme	M	ZAB organise with Enterprise and liaise throughout Each day the areas that have been used are communicated to cleaners to ensure efficient use of time	1/4/20	L

Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors, students and staff at each entrance. Classrooms do not have tissues. Classrooms do not have computer wipes, spray cleaner and cloths and alcohol gel hand wash. Low supply of handwash and cleaning products.	M	Hand sanitiser available at the school entrance Lidded Bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made by site manager.	1/5/20	L
Sufficient time is available for the enhanced cleaning regime to take place.		*M*	All staff advised to leave the site by 4:00 pm in order for cleaning to be undertaken. Each day the areas used to be communicated to cleaners to ensure efficient use of time	*1/5/20*	*L*
Waste disposal process in place for potentially contaminated waste.	Risk of spread of COVID-19 from potentially contaminated waste	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	1/5/20	L

Classrooms					
The number of staff and students that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 20 per group.	Risk of spread of COVID-19 between students and students and staff	M	Measure classrooms and other available rooms to assess capacity for staff and pupils: **Key worker & Vulnerable students** Classroom IT 1 - 6 Classroom IT 2 - 15 Classroom IT 3 - 15 Classroom BS1 - 13 G10, 11, 12 & 13 – 9 in each **Year 10 and 12** Classroom WOH - 25 Classroom G02 - 20 Classroom Gym – 30 Classroom canteen – 50	22/5/20	L
Classrooms have been re/arranged to allow as much space between individuals as practical.	Risk of spread of COVID-19 between students and students and staff	L	All Kw and V students allocated own computer that is stickered	1/6/20	*L*

			Largest venues to be used for years 10 and 12 to allow maximum social distancing. These zoned areas to be taped.	11/6/20	
Classroom entry and exit routes have been determined and appropriate signage in place.	Risk of spread of COVID-19 between students and students and staff	L	Zone maps produced and displayed prior to years 10 and 12 returning	11/6/20	*L*
Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Risk of spread of COVID-19 between students and students and staff through shared equipment	L M	Each student allocated a computer with an identification sticker to ensure use of just one computer for the duration of the provision Students use paper and own equipment to prevent sharing. Additional equipment and stationary provided and student takes it home Provide COVID-19 posters in all classrooms identified for use in addition to toilets	1/6/20	L L

Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	No COVID19 information posters currently in place. Limited reminders/ awareness for children.	L	Posters displayed: • HSE hand hygiene • DFE covid-19 hygiene • Public health England education guidance	23/3/20 Updated 1/6/20	*L*
Staffing					
Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: • First aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member	SENCo is in the clinically vulernable group	H H M	Staff audit re available to work on-site from 1st June Designated roles identified on weekly rota and daily briefing sheet SENCO working from home, available remotely and SENCOs available from partner schools	20/05/20 25/05/20 1/4/20	M L L
Approach to staff absence reporting and recording in place. All staff aware.	Risk of allocated staff unable to lead provision	M	Additional staff identified on weekly rota	25/5/20	L
Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).	Lack of focus for provision planning for full return to school	M	Vulnerable staff clearly identified 3 CEV, 36 CV and 7 BAME	1/4/20	L

Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	Lack of focus for support planning for full return to school		Staff receiving welfare calls, adjusted working practice or working from home Normal line-management structure and arrangements to be followed		
Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Risk of insufficient staffing cover and designated roles	M	Normal absence procedures followed and added to weekly availability log	1/4/20	L
Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Risk of spread of COVID-19 to home	M	Staff informed of clothing expectations	1/6/20	L
Approaches for meetings, interviews and staff training in place.	Risk of spread of CIVID-19	M	Zoom meetings and school email used as communication Online training only available	1/5/20	L
Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Risk of loss of learning	M	Faculty leaders with SLT line management support identify suitable provision for students to complete through remote learning	1/4/20	L
Consideration given to the options for redeployment of staff to support the effective working of the school.	Teachers feel unsupported when supporting outside their subject area	L	TA s are required to support some groups. Teachers used outside subject areas to support online learning	1/6/20	L

If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.			Admin staff used to cover front office on rota and to complete specific tasks		
Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff wellbeing drops	M	Staff are aware of available support and advice for schools and pupils available from Employee Assistance Programme, school counsellors and the Educational Psychology service The Bereavement procedures has been reviewed to ensure it reflects current circumstances and arrangements	1/5/20	M
Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Staff absence is higher than normal	M	Normal HR support and procedures in place including testing advice	22/5/20	L
The approach for inducting new starters has been reviewed and updated in line with current situation.	Risk of insufficient induction	L	HR processes reviewed in line with social distancing guidelines and alternative arrangements implemented	1/5/20	L
Return to school procedures are clear for all staff.	Staff are unsure of arrangements	L	Normal HR processes are followed	1/4/20	L
Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Risk of loss of staff	L	Normal HR processes are followed	1/4/20	L
Any HR processes that were in-train prior to or put on hold due	Loss of resolution of issues and increased stress to staff	M		1/4/20	L

to the COVID19 emergency, have been appropriately resolved.			HR support provided by borough to ensure swift resolution of on- going issues		
Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Increased risk of COVID-19 spread to staff	L	Site Manager to check with the contractor any requirements their employer has specified before visit. Share school protocols.	1/4/20	*L*
Arrangements in place for any employed adults delivering learning in school. Protocols and expectations shared.	Lack of consistency of learning and safeguarding risk	M	Protocols shared across staff of lesson expectations and safety	22/5/20	L
Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Safeguarding risk	M	All peripatetic music lessons suspended until further notice.	1/4/20	L
Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	Risk of spread of COVID-19 between different populations of students and staff	M	Staffing rota prevents cross contamination between groups. Higher risk identified staff (see government guidance) identified to work from home or limited student exposure	1/6/20	L

Arrangements in place for any employed adults delivering learning in school. Protocols and expectations shared	Lack of consistency of learning and safeguarding risk	M	Protocols shared across staff through daily briefing and written addendums to policies	22/5/20	L
Social Distancing and Group Sizes					
Arrangements for social distancing in place to consider: • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements	Risk of spread of COVID-19 between different populations of students and staff	*M*	School divided into 5 completely separate learning zones. Each with an identified entrance, classrooms and toilets. Distances marked at 2 m intervals – colour coded. Classrooms organised to ensure social distancing at all times. Numbers of students in venues decided by numbers identified for classrooms above. Staggered start / leaving, break and lunchtimes. Lesson time toilet requests escorted to allocated toilets. SLT support team allocated to each learning zone to ensure social distancing and hygiene followed.	*1/6/20*	*L*
Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Increased risk of Spread of COVID-19 to students and staff	M	Parent will receive advice regarding the use of public transport. Vulnerable students' parents received advice through Year manager phone calls	1/6/20	L
Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Increased risk of Spread of COVID-19 to students and staff	M	On arrival, students move straight to "Home Room" and sit at named table and wait for rest of class to arrive/class to begin.	1/5/20	L

Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Increased risk of Spread of COVID-19 to students and staff	M	Handwashing and cleaning (if needed) Conversations with parents Risks assessments and individualised approach in place for students who might struggle to follow expectations. Addendum to behaviour policy including actions that will be taken	1/6/20	L
Social distancing plans communicated with parents, including approach to breaches.	Increased risk of Spread of COVID-19 to students and staff	M	Addendum to behaviour policy including actions that will be taken	1/6/20	L
Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.	Increased risk of Spread of COVID-19 to students and staff	M	Only available to vulnerable and key worker students attending whole days Supervision of small groups by SLT in different venues. Footballs and table tennis equipment cleaned after use by students.	1/4/20	L
Class groups have been determined on the basis of small. Consistent groups of students that can remain separate from other people and groups NB: up to 15 students in any one group	Risk of spread of COVID-19 between different populations of students and staff	M	Class groups determined by year groups and specialist groups e.g. EHCP/ SEMHD. Students remain in allocated population and teacher contact limited. Year 10 and 12 have alternate week provision to allow symptoms to be identified (5 day incubation period) before accessing other subject groups. Groups and learning zones designed to accommodate potential growth in numbers.	Updated 1/6/20 for KW and V groups 15/6/20 for yrs 10 and 12	L

Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers	Risk of spread of COVID-19 between different populations of students and staff	*M*	Staffing rota prevents cross contamination between groups. Higher risk staff identified according to gov guidance and utilised appropriately	1/6/20	L
Catering					
Arrangements in place to provide food to students on site in accordance with MAT funding agreement, including the requirement for free school meals	Catering staff unavailable or stock is low	L	Cold, packed lunches to be prepared as 'grab bags'	1/4/20 and provision increased from 15/6/20	L
Arrangements for the continued provision of FSM for children not attending school are in place	Difficulty in ordering vouchers or provision ends	M	Mark Smith to order FSM vouchers through Edenred and to monitor efficacy	1/4/20	L
Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Risk of increased spread of COVID-19	M	Lunch sitting Years 7 and 8 time: 1.15- 1.45 location: Canteen (sit on identified tables) Lunch sitting years 9-11 time: 12.340- 1.10 location: Canteen (sit on identified tables) SLT to clean between sittings	1/6/20	L
Arrangements for food deliveries in place	Risk of increased spread of COVID-19	M	Deliveries supervised by site manager as above	1/6/20	L

PPE					
PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Risk of medical interventions without appropriate PPE	M	Staff requiring PPE identified following government guidance PPE identified for staff in key roles who may need to clean following a suspected COVID-19 case or offer medical support Risk assessment to be carried for all medical procedures to ensure best practice in line with current government guidance	1/6/20	L
Response to suspected/ confirmed case of COVID-19 in school					
Approach to confirmed COVID19 cases in place: during school day • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place	Risk of spread of COVID-19 to students and staff	M	Library remodeled as larger 'non COVID medical area' with the medical room retained for suspected COVID cases only. SLT to be informed and patient moved to identified medical room Parents informed and card provided of next steps for parents (including 7 day self- isolation). If student/ staff tests positive, then the rest of the groups parents and staff will be informed in line with government guidance Deep clean procedure followed for identified area	1/4/20	L

			Students reallocated to additional area or parents informed of changes to scheduled provision		
Approach to confirmed COVID19 cases in place: outside of school hours • Approach to relocating student away from certain parts of the school to clean, if possible • Cleaning procedure in place Arrangements for informing parent community in place	Risk of spread of COVID-19 to students and staff	M	Parents informed of self -isolation. If student/ staff tests positive, then the rest of the groups parents and staff will be informed in line with government guidance Deep clean procedure followed for identified area Students reallocated to additional area or parents informed of changes to scheduled provision	1/4/20	L
Student Re-orientation back into school after a period of closure/ being at home					
List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision. Contact all other students' parents who have not taken up the offer of provision.	Insufficient provision provided for identified demand	L	Vulnerable and critical worker parents contacted to ensure access to provision availability Years 10 and 12 parents contacted and numbers identified to plan provision from 15/6/20	1/6/20	L
Approach and expectations around school uniform determined and communicated with parents.	Safe guarding risk. Risk of unidentified youths on site	M	Students not expected to wear blazers due to need for daily washing but parents informed of the need for students to wear school polo shirt each day when accessing on site provision	1/6/20	L

Changes to the school day/timetables shared with parents.	Risk of students attending unsuitable provision	L	Parents informed of all provision timetables as appropriate	1/6/20	L
All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	Risk of spread of COVID-19 amongst students	L	Vulnerable and critical worker students advised to bring a water bottle and packed lunch to avoid sharing food and drink Disposable cups available for supervised water fountain in addition to sealed bottled water available daily Year 10 and 12 students to be advised to bring their own bottle of water to prevent unnecessary journeys to water fountains for bottle filling.	1/6/20	L
Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff. This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	Risk of loss of motivation by students	M	Line management of Faculties has ensured a consistent approach by all faculties to setting and expectations of learning. The learning set, has been of revision style to reinforce the learning objectives of this year to build confidence and resilience	1/5/20	L
Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Risk of mental illness and loss of resilience	M	Identified vulnerable students to be RAG rated Year Managers to contact daily or weekly according to RAG rating Identified SEND students to be Rag rated and contacted according to the RAG rating by the SEND team	1/5/20	L

			Year managers provide ongoing support to identified students Counselling to be offered from 15/6/20 via ZER referrals		
Re-orientation support for school leavers is developed.	Risk of students not achieving next steps post year 11	M	Independent careers advisor continuing to support Year 11 students Foundation learning pathway provide continued support of year 11 students to access next steps Level 2 qualification offered for one year only to support students	1/5/20	L
Consideration of the impact of COVID19 on families and whether any additional support may be required: • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups	Risk of lack of support for vulnerable families	*M*	All FSM families identified and current email addresses identified for access to electronic FSM vouchers FSM vouchers ordered and distributed weekly in line with government requirements Year managers continue to complete referrals to Social Care PEP's and CIN conferences continually attended by Senior pastoral Lead or identified Year manager as priority Students identified to receive loan of borough Laptops to enable online learning	*1/4/20*	*L*

			Disadvantaged Year 10 students identified to receive loan of a MAT laptop to enable online learning		
Partial Re-opening					
All students have access to technology and remote learning offer. Blended approach between physical and remote learning developed, including support for those students who are shielding/ clinically vulnerable.	Lack of learning opportunities for students	L	Students identified to receive loan of borough Laptops to enable online learning Disadvantaged Year 10 students identified to receive loan of a MAT laptop to enable online learning Provision planned to enable year 10 and Year 12 to access additional physical learning provision in addition to the online learning planned by faculties This is based on Learning zones supporting year 10 and Year 12 on alternate weeks to support their online studies. Daily populations limited by venue size	15/5/20 15/6/20	
Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children – means fewer children in eligible year groups can return	L	Parents asked if they will be accessing key worker provision from June 1st to enable planning of Year 10 and 12 provision	1/6/20	L
Transition into new year group. What will be different this year because of COVID-19?					
Online/ website support for families and young people around transition.	Increased worry of new year 7 students and parents, lack of confidence in school		Welcome pack provided as normal	1/6/20	L

		M	In addition online website area dedicated to year t7 transition with activities, information about learning in the school, key people, My day, a tour of the school facilities		
Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers	Risk of students and parents feeling worried about transition or failing to succeed in their next steps	M	All students joining in year 7 identified and information from Primaries requested Key staff to contact schools identified for each Year 6 student to include Senior Pastoral Lead, Year Manager, SENCO or specialist pathway lead SENCO to ensure that SEND specialist requirements in place for Year 7 EHCP students from September Head of 6th form to contact all applicants for 6th form and Faculty Heads to set appropriate introductory work for course applied for Increased support and delay of transition from Excel transition pathway into mainstream of Year 8 into 9 Daily contact with RAG rated vulnerable students to ensure they access school following this extended shut down	22/5/20 22/6/20 10/7/20 15/5/*20*	L

Safeguarding					
Individual student's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.	M	Vulnerable student register daily and weekly contact to continue (RAG rated) Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups Implement risk assessments for all identified needs prior to students re-joining provision in light of the current situation	1/6/20	L
Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Students at risk	M	Daily rota continues to have a Year manager daily for student support Staff refresher training session on processes and procedures and the revised wellbeing material. Counselling available via Senior Lead Pastoral or Head of 6th form referral	15/6/20	L
Updated Child Protection Policy in place.	Safeguarding incident not reported and supported	H	Adopted Temporary COVID19 Child Protection Policy	1/5/20	L
Work with other agencies has been undertaken to support vulnerable CYP and families.	Risk of loss of support for vulnerable young people and families	H	All multi agency meetings / conferences and referrals to be attended by the Senior Pastoral Lead or identified Year Manager	1/4/20	L

Consideration given to the safe use of physical contact in context of managing behaviour.	Risk of spread of COVID-19	H	Behaviour policy addendum outlines unacceptable behaviour and actions to ensure safety of staff and other students (this may result in the student being escorted off the premises and the parents informed to collect student) Information to parents and students clearly states that students should only be on site when timetabled to be there	1/6/20	L
Unwelcome students/ individuals on school site	Risk of spread of COVID-19 Safeguarding risk to students and staff	M	Senior staff to be alerted immediately Social distancing protocol to be observed at all times throughout interaction All staff instructed to keep groups in classes until issue resolved If situation persists parents of known individuals to be called and the police.	1/6/20	L
Curriculum/ Learning Environment					
Current learning plans, revised expectations and required adjustments have been considered.	Risk to student attainment due to lost learning	H	All faculties have revised learning plans to accommodate the lost learning of the Spring and Summer terms. Priority has been given to Year 10 and 12 as these cohorts will be taking examinations next year.	30/5/20	L
Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?	Risk of spread of COVID-19 between students and staff		Practical activities stopped in science and DT until further notice		L

Each activity should be risk assessed and should not be run unless the risks can be mitigated • PE • Practical science lessons • DT/ FT		M	PE activities devised to all social distancing and cleaning of equipment after each student Art activities to be set up to enable students to use their own equipment or cleaning regime implemented to clean equipment after each students	1/5/20	
Whole school approach to adapting curriculum (S/M/L term), including: • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes	Risk of students achievements not being recognised	L	staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	1/6/20	L
Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	Unacceptable behaviour may increase risk of COVID-19 infection of other students or staff or loss of learning of other students	H	Behaviour policy addendum outlines unacceptable behaviour and actions to ensure safety of staff and other students (this may result in the student being escorted off the premises and the parents informed to collect student)	1/6/20	L
Students with SEND					
Approach to provision of the elements of the EHCP including health/therapies.	Risk to students health and well-being	M	All SEND identified students RAG rated and contact ensured by SEND team Referrals made throughout this time by SENCO	1/6/20	L

			Risk assessments completed in line with borough 'Reasonable Endeavours'		
Annual reviews.	Lack of planning for identified SEND students for next year	M	SENCO or assistant to the SENCO to continue to support the annual review process	1/5/20	L
Requests for assessment.	Risk to students health and well-being	M	All SEND identified students RAG rated and contact ensured by SEND team Referrals made throughout this time by SENCO. However, Southend Borough have stopped the EHCP process currently	1/5/20	L/M
Attendance					
Approach to supporting attendance for prioritised year groups determined.	Attendance of vulnerable students or identified year groups drops	M	Identified year groups contacted to ensure they access provision Vulnerable students' parents contacted to ensure they access provision Learning on line tracked to ensure access by all students	1/6/20	L
Approach to support for parents where rates of persistent absence were high before closure.	Increased numbers of non-attenders/ CME	M	Attendance team identify and support families during reopening process Attendance lead to identify Mentors for students with poor attendance and implement mentoring programme	1/6/20	L
Communication					

Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Staff feel unsupported	M	Regular communication from the Head Teacher sharing plans for current and future provision	1/5/20	L
Re-opening plans shared with governors.	Risk that Governors are not confident in planned reopening	M	Plan of reopening programme and School risk assessment presented to governors by Head Teacher	1/6/20	L
Communications with parents: • Plan for partial re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning	Risk that parents are unaware of provision or safety of students	M	Regular communication through Mailchimp to all parents from the Head Teacher of plan for reopening Senior Lead Pastoral provides well-being support with a list of support agencies and online resources each term Addendum to behaviour policy outlines expectations of social distancing	1/6/20	L
Pupil communications around: • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely	Risk students are unaware of school provision plans	M	Malichimp communication to parents' outlines start times, safety travelling to and from school etc. Daily briefing for students explains timetable and social distancing expectations Learning tasks provided on Edulink clearly state requirements for each subject area	12/6/20	L
On-going regular communication plans determined to ensure parents are kept well-informed	Risk parents are unaware of on-going provision	M	Letters, website updates, social media	1/6/20	L

Governance					
Meetings and decisions that need to be taken prioritised.	Risk key decisions are not made	M	Virtual governing body meetings and SECAT Head Teachers Meetings	1/6/20	L
Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.	Risk that Governors are not confident in planned reopening	M	Plan presented to governors by Head Teacher Virtual governing body meetings and SECAT Head Teachers Meetings	1/6/20	L
School events including trips					
The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Risk of higher infection by COVID-19	M	All trips suspended until government guidance provides further guidance	1/5/20	L
Additional costs incurred due to COVID19 are understood and clearly documented.	Risk of inadequate funds	M	All purchases for Health and safety during the outbreak recorded clearly	1/4/20	L
Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Risk of inadequate funds	M	All incurred additional costs identified for MAT	1/4/20	L
Any loss of income understood, including the impact of lettings	Risk of inadequate funds	M	Planning for new academic year reviewed to include COVID-19 impact on funding	1/6/20	L

and the financial implications of possibly not restarting.					
Insurance claims, including visits/trips booked previously.	Risk of inadequate funds	M	Review all trips planned to assess future viability or insurance claim (MFL Normandy trip and Disney Netball European trip)	1/6/20	L
Reintroduction or re-contracting services, such as: • Cleaning • IT support • Catering	Risk of f loss of contract	M	Review outstanding contracts in line with COVID-19 impact	1/5/20	L
Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	Risk of smaller schools feeling greater impact		Review MAT partnership to support Partner schools Provide MAT hub for holiday provision	10/4/20	L

https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools

https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020

https://www.gov.uk/government/publications/covid-19-school-closures

https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care

https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings