

COVID-19: Operational risk assessment for Ifield School Opening in September 2020

This risk assessment has been undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2 July 2020 as follows:

Assessment conducted by:	Ifield Senior Leadership	Job title:	EHT, HOS, AHTs, DD, SBM, STM	Covered by this assessment	Staff, pupils, parent/carers, contractors, visitors, volunteers
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Date of assessment:	7-10 July 2020	Review interval:	Weekly	Date of next review:	Second week of Term 1
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Related documents (Please read in conjunction with the School's Re-opening Plan)

Trust/Local Authority documents:

[Kent County Council –KELSI](#)

https://www.kelsi.org.uk/data/assets/pdf_file/0006/108969/Return-to-School-Guidance.pdf

Government guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

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

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

[Coronavirus \(COVID-19\): implementing social distancing in education and childcare settings](#)

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process to enable re-opening, including social distancing when and where appropriate					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> All children and young people, in all year groups and setting types, will return to education settings full time from the beginning of the autumn term. Agreed new timetable and arrangements confirmed for each year group in order to stagger break times and the start and end of the school day. Arrangements in place to support pupils when not at school with remote learning at home when they are medically advised to remain at home, or are part of a group that is required to remain at home. 	Requires updating	Timetables for staggered breaks and start and end of the school day to be revised for greater numbers	M
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> Classroom size and numbers return to normal class size Class sizes and timetables/staffing amended allowing for minimal contact with groups outside of larger bubbles in line with government guidance Classrooms re-modelled, with chairs and desks in rows and facing forward for class groups where this is appropriate to pupils' cognitive ability and level of independence. Spare chairs to remain stacked and to one side so they cannot be used. Soft toys and equipment remain cleared from classroom spaces 	Partial	<p>Groups and timetables to be finalised and shared with staff by July 2020</p> <p>Secondary pupils' desks to face forward where appropriate and in line with cognitive ability and sensory need.</p>	M

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		<ul style="list-style-type: none"> Fabric staff chairs remain for adults only Large fabric furniture to remain removed and stored Clear signage displayed in classrooms and around the school promoting social distancing and stringent hygiene such as 'catch it and bin it'. Class groups will stay together with a teacher and teaching assistants and do not mix with other pupils from other bubbles. EY and KS1 have the outdoor learning environments in addition to indoor spaces to ensure small group learning opportunities. Adults to remain at a safe distance when and where possible including when entering and leaving the school and during break and lunchtimes. Sanitiser and surface anti-bac spray available to clean surfaces and hands in all classrooms. These products MUST be supervised by adults to prevent misuse and risk of harm. Enhanced cleaning remains in place 		<p>Primary pupils spaced appropriately to reduce face-to-face contact</p> <p>Posters displayed to remind pupils and adults of hygiene expectations with regard to catch it...</p> <p>Sanitiser and surface anti-bac spray available to clean surfaces and hands in all additional classrooms previously closed</p> <p>Additional school reopening plan available to staff prior to September 2020</p> <p>Cleaning regime established through recruitment to the role as interim arrangement will not be able to continue from September 2020.</p>	
<p>Large spaces need to be used as teaching spaces such as PE and drama</p>		<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching relating to numbers within the extended 'bubble' that are grouped in phases, such as lower key stage 2. Large gatherings prohibited e.g. no assemblies will take place until further notice The hall can be used for providing lunch for pupils as long as pupils are sat in class groups and 'bubbles' are as far apart as possible. Tables and chair MUST be wiped between lunchtime sittings Design layout and arrangements in place to enable social distancing in the school hall at lunchtime 	Partially	<p>Clarify the use of the hall for serving lunches and how cleaning will be achieved between sittings.</p> <p>Place signage to support staff and pupils with arrangements and flow of movement in the hall.</p> <p>Sufficient signage previously purchased.</p>	
<p>1.3 Availability of staff and class sizes</p>					
<p>The number of staff who are available is lower than that required to</p>		<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 	Yes		

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teach classes in school and operate effective home learning		<p>Isolation follows government guidelines and stringent records are kept in order to manage staff availability.</p> <ul style="list-style-type: none"> • Staff are required to inform the leadership and HR Administrator if they are symptomatic and/or have taken a test on the day of the test. They must inform the school of the results of the test on the day of the test. • A risk assessment for staff is in place. • Full use is made of those staff who may be required to self-isolate or shield for a further period by the NHS but who are well enough to update teaching material online and undertake other activities. • Full use is made of those staff who may be required to self-isolate as a result of a closure to a 'bubble' who are well enough to update teaching material online and undertake other activities • Flexible and responsive use of supply agencies will be in place to support groups when numbers are low. Agency staff are free to move between settings but must follow the hygiene guidance and government guidance outlined. • Full use is made of testing to inform staff deployment. • The school will liaise with the local authority should staffing levels mean that normal functioning is untenable in any way. • Should staffing levels impact on pupils, a blended model of home learning and attendance at school will be utilised until staffing levels improve. • In line with EEF Research, home learning will include i) clear expectation ii) have scaffolding for learning and iii) include feedback to the learner? 		<p>Communicate to staff that, in line with EEF Research, home learning will include i) clear expectation ii) have scaffolding for learning and iii) include feedback to the learner?</p>	
1.4 Prioritising provision in the event of a local area lockdown or where a group of pupils are required to self-isolate					

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<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools</p>	<p style="background-color: #92d050; color: white; text-align: center;">M</p>	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the pupils who are outside of the main cohorts attending school due to the closure of 'bubbles' within the school. Phone calls will continue to families of pupils who are subject to isolation as a result of a closure of a 'bubble' In the event of a local area lockdown, the school will ensure that contingency plans are in place to provide care and education for children of key workers and the most vulnerable pupils. In the event of a local area lockdown, class teachers will ensure that learning is in place to provide online education for pupils that is closely matched to their timetabled learning within the school day. Pastoral and safeguarding phone calls, and where necessary, doorstep visits will continue if a local area lockdown takes place. 	<p>Needs communicating</p>	<p>Isolating staff will be required to continue to upload learning that resembles closely the learning within the classroom for each day.</p>	<p style="background-color: #92d050; color: white; text-align: center;">M</p>
<p>1.5 The school day</p>					
<p>The start and end of the school day create risks of breaching guidelines</p>	<p style="background-color: #ffc000; color: white; text-align: center;">H</p>	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. KCC transport main entrance at 8.45 and depart 3.30. Different entrances/exits are used for different groups. Parents and transport providers are required to leave the premises as soon as they drop off their children Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. No group of pupils will lose learning time. Therefore, arrival and departure times should be staggered to impact on non-teaching time only. This area of planning will be reviewed constantly through careful monitoring, vigilance and feedback from staff. 	<p>Needs updating for greater numbers and information communicated</p>	<p>Plans for the start and end of day need revision and this needs to be communicated to staff and parents.</p> <p>Staff briefed by September 2020 Pupils shown by staff from first day term 1</p>	<p style="background-color: #92d050; color: white; text-align: center;">M</p>

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		<ul style="list-style-type: none"> Leaders monitor transport providers' adherence to the KCC Protocol for transporting pupils at this time and feedback to KCC and transport providers. Leaders challenge directly those providers who do not adhere strictly to the protocol Visitors to the school should remain restricted, but when essential, visitors would be required to follow the school's hygiene measures and leave contact details in order that a 'track and trace' system can be enforced if necessary. 			
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines		<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly such as when pupils are entering and exiting the school building. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. While passing briefly in the corridor or playground is low risk, staff should avoid creating busy corridors, entrances and exits. Break times are staggered to avoid overcrowding through unique group timetables. Pupils are regularly supported, where possible, regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. Pupils will be escorted to subject specialist areas by school staff allocated to the bubble. Specialist teachers will remain within their base and clean areas and equipment between each group. These include, music, PE and use of the hydro-therapy pool. 	Partly because needs communicating	New timetables, staggering breaks, allocated playgrounds, allocated fire point, staggered entry and exit etc. come into place from 1 September 2020. These MUST be shared with parents prior to opening	
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened		<ul style="list-style-type: none"> Gaps in learning are assessed through precise gap analysis in comparison with previous assessment in March 2020 and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified for those pupils who MUST remain at home for medical reasons or as a result of a period of isolation or lockdown. 	Partly	Teachers will use the last point of assessment (Term 4) plan pupils' learning and identify gaps to address. Teachers will make dynamic assessments of the gaps in	

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		<ul style="list-style-type: none"> Exam syllabi are covered. Plans for intervention are in place for those pupils who have fallen behind in their learning from September 2020, including the use of the government's catch-up fund. 		<p>learning that may have occurred due to lockdown.</p> <p>Teachers will focus on redressing gaps in learning, especially across core subjects and for subject specialist, in the areas they are responsible for. They will identify the core areas of knowledge for each subject that pupils must know in order to move forward in their learning.</p> <p>Any anomalies between pupil asset and pupils actual learning will be shared with leaders, 2020-2021 class teacher and parents.</p> <p>Transition meetings between staff will focus on what pupils were able to know, understand and do prior to lockdown.</p> <p>Lost learning is a priority to redress, especially where those who have been home learning may have fallen further behind</p> <p>SLIC team will evaluate pupils who access speech and language therapy.</p> <p>Year 11 pupils will need the opportunity to retake accreditation Summer 2021- work to date must be stored. Teachers have provided students with access to</p>	

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				syllabus materials who attend and those at home.	
Pupils will not have access to the breadth of opportunities within the curriculum because of social distancing restrictions.		<ul style="list-style-type: none"> • Bubbles must not participate in joint activities such as PE Enrichment, KS4/5 options and KS3 Pathways. • The timetable will be adapted for 1 September 2020 to ensure that pupils continue to experience physical activity and the options previously available to them. • PE Enrichment timetables and activities will be designed around bubbles. • Key stage 3 pathways will remain throughout the school day until further notice. • Only pupils timetabled to use the sensory circuit, rainbow room and sensory room will be able to do so. All surfaces used will be wiped between groups by class teams. • Physical activities should follow the guidance about shared resources. • External coaches and tutors are able to support activities as described in Section 10 and must stay socially distanced from other adults and pupils. • Teachers must not plan activities that require bubbles to combine, including focus or themed weeks. 			
Pupils will not receive curriculum enrichment activities such as visits and from visitors.		<ul style="list-style-type: none"> • No overnight stays are currently allowed • Pupils can experience day visits and use the school's cars and minibuses to access those visits. • Staff must assure themselves that the intended location of the visit is COVID19 secure. • All visits must be risk assessed and the intended location have a risk assessment in place that can be accessed by staff. • Staff must state on the risk assessment how they have considered the implications of COVID19. The risk assessment has been modified to record this • Visits must receive authorisation in advance of the visit at least two weeks prior to the visit taking place. • Visit must be authorised by parents • All pupils and staff must have access to a mask if required. The usual information required for visits must be taken with staff. 	Partly as new from September 2020	Revise risk assessment to record how staff have considered the risk from COVID19	

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		<ul style="list-style-type: none"> No pupil or adult can attend the visit if they are symptomatic or isolating In the event of a local lockdown, the visit will be cancelled. All staff accompanying the pupils will wear a mask when the vehicle is in transit due to the very enclosed space. Some adults are exempt from wearing a mask. Pupils are not required to wear a mask, but can if they wish to. The minibus must be cleaned between use and in particular high contact areas such as handles, seatbelts and the steering wheel. 			
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. STLS staff have been informed about the use of the STLS office and training facilities. A Risk Assessment for STLS activity has been undertaken. Alternate chairs in the staff room have been designated for staff use from 1 September 2020 Staff are required to wash their hands after sitting on soft furnishing. Staff are required to use their own cutlery and crockery in the staff room or ensure that items are washed in warm liquid with detergent immediately after use. 	Partly	Additional office space will be designated for increased administrative staff from 1 September 2020	
1.9 Managing the school lifecycle					
Limited progress with the school's autumn calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> School calendar for the autumn term rationalised. Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. 	Partly	<p>Three new internal class teacher appointments have been made. One appointment is still to be made for September 2020</p> <p>There are outstanding positions to recruit but provisional plans are in place for Terms 1 and 2 2020-2021.</p>	

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				<p>Curriculum and timetable plans for September will be shared in term 6.</p> <p>Groups and staffing for September are being finalised.</p>	
<p>Pupils moving on to the next phase in their education do not feel prepared for the transition</p>		<ul style="list-style-type: none"> • A plan is in place for class teachers to speak with pupils and their parents about the next stage in their education, including transition. Annual reviews have continued for all pupils and young people. • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters. • Transition days and meetings for pupils and parents are carefully planned. • Transition arrangements have been extensively planned by the schools' extended leadership team. • Class teachers have contacted all parents of current classes to conduct virtual parent meetings. • Class teachers allocated to Sept 2020 groups have conducted 'getting to know you calls' week beginning 13 July 2020. • The STLS are undertaking a joint project with EPs focusing on transition and in particular the impact of the pandemic on pupil and staff mental health. 	Partly	<p>Plans to accommodate additional Year 7 pupils have yet to be finalised, including receipt of papers and observations of pupils prior to offer of a place. Recruitment and careful transition are also required.</p>	<p>Amber because the scope of transition between schools is limited currently due to COVID19 and school status. Currently, visit between settings cannot be undertaken</p>
<p>1.10 Governance and policy</p>					
<p>Governors are not fully informed or involved in making key decisions</p>		<ul style="list-style-type: none"> • Online meetings are held regularly with governors. • Committee meetings are open to all governors to facilitate Q&A opportunities relating to information and guidance shared. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly via email on the latest government guidance and its implications for the school. • Documentation contains useful links to DfE guidance. • The EHT and HOS reports have been shared and include information about decisions and government expectations. 	Partly	<p>Share preparation for opening and risk assessment with governors by 20 July 2020. Share with all staff in preparation for opening in September 2020.</p>	

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		<ul style="list-style-type: none"> • Risk Assessments and safeguarding requirements and amendments have been shared. • The FRM committee meeting took place on 18th May and the budget for 2020-21 was agreed. • The EHT is in regular contact with the chair of governors • A Q&A session was held for governors on 11 May 2020. • The Teaching, Learning and Assessment Committee meeting was open to all governors on 15 June 2020. • The FGB meeting took place on 6 July 2020. 			
1.11 Policy review					
<p>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</p>		<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Where required they are available on the school's website • Safeguarding toolkits and addendums have been completed. • Staff, pupils, parents and governors have been briefed accordingly. • Fire procedure reflect allocated areas on the fire evacuation site • The risk assessment is in place for September 2020. 	Partly	<p>Ensure playground fire markings are in place for increased classes. By Sept 2020.</p> <p>In September 2020 all classes to conduct walk through with class prior to evacuation practice.</p> <p>Conduct evacuation drill in week 2.</p> <p>Ensure attendance policy reflects amended legislation. Attendance will be mandatory from Sept 2020. This MUST be communicated to parents by 20 July 2020 as fining can resume when necessary.</p> <p>Reiterate mental Health and Wellbeing Statements and support to staff.</p>	
1.12 Communication strategy					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	<p>High</p>	<ul style="list-style-type: none"> • All staff are responsible for reading communication via email and text. They must check their emails daily. • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents/carers • Social Workers • Governors • Local Authority • Letters to parents provide links to government guidelines. Parents are alerted to letters via text with direct links. • A new communication system is in place to ensure that primary and secondary contacts receive texts and letters. • Emails to staff provide links to government guidelines. • Leaders receive emails from Gov.uk and other national organisations • Leaders liaise with Social Care colleagues and other professional organisations • Governors have access to legislation through governor forums and through correspondence from leaders • The local authority relay guidance and legislation to school via KELSI and Matt Dunkley updates. • The local authority leads area headteacher briefings with a Q&A opportunity. 	<p>Partly</p>	<p>All pupil reports have been shared with parents and the majority hand delivered.</p> <p>Safeguarding doorstep visits have taken place by either the class teacher or Headstart lead.</p> <p>All legislation is available on the government website-a link will be made available to parents on the website and governors on governor zone by 1 September 2020</p> <p>A letter will be sent to parents outlining all requirements linked to the 2 July guidance prior to all pupils returning in September 2020</p>	<p>Low</p>
<p>1.13 Staff induction and CPD</p>					
<p>Staff are not trained in new procedures, leading to risks to health</p>	<p>High</p>	<ul style="list-style-type: none"> • A school reopening plan was shared with all staff via email week commencing 18/05/2020 and informed staff of the new procedures, including; <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures including walk through with classes and two drills, each when additional pupils attend. • Constructive behaviour management-through the behaviour policy addendum • Safeguarding • Risk management • Measures to protect all stakeholders in line with Health and Safety requirements will be strictly adhered to, including kitchen, waste 	<p>Partly</p>	<p>Site manager to put in additional designated fire standing areas for groups within fire evacuation point.</p> <p>AHT (pastoral) to work alongside staff to devise behaviour strategies for pupils commencing in Term 1 when transitioning back to school, especially those on behaviour plans.</p>	<p>Low</p>

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		<p>deposal, water and fire regulations and maintenance of the school's hydro-therapy pool.</p> <ul style="list-style-type: none"> Internal guidance is updated very regularly and shared with staff All staff have access to the risk assessment and the opportunity to contribute to the risk assessment in its fruition and during daily activity. All staff follow the principals of the Recovery Curriculum shared by AHT (JW) 		<p>Provide additional support for pupils whose mental health has been affected (STLS programme)</p> <p>All staff to follow the principals of the Recovery Curriculum shared by AHT (JW)</p> <p>The recovery curriculum will be shared on the school's website</p>	
New staff are not aware of policies and procedures prior to starting at the school when it reopens		<ul style="list-style-type: none"> Induction programmes continue to be in place for all new staff – either online or in-school – prior to them starting. The school's re-opening plan will be shared with new staff 	Yes	COVID19 has restricted recruitment. Recruitment processes will resume in September 2020.	
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school		<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive Edenred vouchers when not in school. This is the government voucher scheme. 	Yes	Ensure that eligible pupils receive the summer food programme support across the summer break.	
1.15 Risk assessments					

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<p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>		<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used Water and chlorine inactivate the virus as advised by PHE in March 2020. We are waiting guidance re the use of the pool when the relevant tests have been completed 	Partly	<p>The risk assessment will be updated in line with government guidance published on 2 July 2020 and shared will all members of staff</p> <p>The hydrotherapy pool will reopen when all H&S procedures have been finalised in line with the maintenance schedule.</p>	
<p>1.16 School transport</p>					
<p>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</p>		<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with Kent Transport is taking place to ensure safe travel arrangements are in place for term, including arrival and departure time and which school entrance to use. Kent Transport have shared their revised transport protocol with school. School leaders will monitor the KCC transport providers' adherence to the protocol and report to the provider, if necessary, any breaches to that protocol. Pupils must wash/sanitise their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them. They must wash/sanitise their hands following the removal of the face covering and before they go to class. 	Partly	<p>The HOS is working in liaison with Kent Transport about the COVID19 Protocols</p> <p>The Pupils' Services administrator liaises with Kent Transport regarding pupils returning to school and those new to the school.</p> <p>These will be finalised prior to additional pupils returning.</p>	
<p>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</p>					
<p>2.1 Cleaning</p>					

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<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p style="background-color: yellow;">H</p>	<ul style="list-style-type: none"> • An operational plan for cleaning staff (including any deep cleans) is agreed with the Site Team prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection in all areas including the hydrotherapy pool. • Additional staff are appointed/deployed where required to support enhanced cleaning. • The disabled toilet opposite the consultant's room in the only toilet used by symptomatic pupils or staff. • The said toilet will be cleaned after use by the symptomatic person has used it and will remain closed until this has been undertaken. • Working hours for cleaning staff are reviewed regularly. Additional re-deployed staff, will be in school at all times to support with cleaning of door handles and railings. • Class teams will use disinfection spray and cloths to wipe surfaces throughout the day, including windows and windows on doors. 	<p>Partly</p>	<p>Arrangements to ensure that enhanced cleaning can continue with regards to site team responsibilities will be finalised before 1 September 2020</p> <p>Ensure that the disabled toilet opposite the consultant room (isolation room) is the only toilet used by symptomatic pupils or adults.</p> <p>Site team to clean the toilet following its use by a symptomatic person. The room MUST remain unused until the cleaning takes place.</p> <p>Ensure that sufficient supplies are available for the start of Term 1</p>	<p style="background-color: #90EE90;">M</p>
<p>2.2 Hygiene and handwashing</p>					
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p style="background-color: #90EE90;">M</p>	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Hand dryers decommissioned • Supply of tissues available in classrooms at all times • Closed bins available in all areas 	<p>Yes</p>	<p>As above</p>	<p style="background-color: #90EE90;">M</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Pupils forget to wash their hands regularly and frequently</p>	<p style="background-color: #92d050;"></p>	<ul style="list-style-type: none"> • Staff updates includes the need to remind pupils of the need to wash their hands regularly and frequently. • Staff support pupils to wash their hands regularly throughout the day. • Posters reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which hand sanitising is in place as pupils enter school is taking place on a regular and frequent basis. • Hand sanitiser stations to be available in all classrooms. A good supply of disposable tissues is also available in all of these places. Pupils educated to 'catch it, bin it, kill it'. Lidded bins are in all classrooms to dispose of tissues • All pupils briefed on expectations on handwashing, toileting and social distancing on return to school 	<p>Partly</p>	<p>Leaders will monitor the extent to which pupils sanitise hands through spot checks</p> <p>Posters advocating 'catch it.... Message in place in all classes.</p> <p>Hand sanitiser stations in additional classrooms that are reopening in September 2020</p> <p>Hand sanitiser outdoor stations on all entrances, including into SMILE to enable sanitisation on entry and exit to the school. (Stainless steel towers) x 4</p>	<p style="background-color: #92d050;"></p>
<p>2.3 Clothing/fabric</p>					
<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	<p style="background-color: #ff0000;"></p>	<ul style="list-style-type: none"> • Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. • Expectations and guidance are communicated to parents. 	<p>Partly</p>	<p>This needs to be communicated to parents and staff within a letter.</p>	<p style="background-color: #92d050;"></p>
<p>The use of fabric chairs may increase the risk of the virus spreading</p>	<p style="background-color: #ff0000;"></p>	<ul style="list-style-type: none"> • Fabric chairs have been removed from use where possible. • Staff office chairs will remain in classrooms for adults' sole use. • Soft chairs and hard chairs will be available for staff in the staff room so that staff can exercise choice. • Hard chairs at tables will be limited and the position of those chairs must remain the same • Alternate fabric chairs will be out of use in the staff room • No pupils should use fabric furnishings 	<p>Yes</p>		<p>From Sept 2020 as staff must act in some instances with personal choice and report any incident that impacts on</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Where that is not possible, chairs are limited and spaced at an acceptable distance. Staff are able to choose whether to utilise the facility. Soft chairs in the library have been removed Staff have been advised to wash hands after sitting in fabric chairs. 			the hygiene of the staff room or office chairs in class.
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing		<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff. Post-testing support is available for staff through contact with the school's leadership and HR Administrator Detailed records are kept to manage staffing levels and support staff wellbeing Staff are required to inform the school if they are symptomatic, when they have taken the test and what the result of the test is as soon as this is known. 	Yes		
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		<ul style="list-style-type: none"> No pupils, parents, staff or visitors should enter the school site if they have coronavirus symptoms or have tested positive in the last 7 days. Staff are able to check their temperature at least once per day on arrival. If they feel unusually hot, they must check their temperature again. Taking temperatures is not a reliable way of checking for COVID19 alone. Thermometers are available for staff to check pupils' temperatures if, if staff are concerned. Any temperature over 37.8C should be reported to SLT. This is only part of the monitoring of pupils' health as this is not a reliable source of determining whether a pupil is symptomatic. Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. These symptoms include, a new continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell. This includes the highlighting of testing facilities for both staff, pupils and their parents and appropriate action, in line with government guidance, should the tests prove positive or negative. 	Partly	<ul style="list-style-type: none"> No pupils, parents, staff or visitors should enter the school site if they have coronavirus symptoms or have tested positive in the last 7 days. Ensure that this is communicated to all staff and parents/contractors prior to opening fully in September 2020 and reiterated on all entrances to the school and SMILE. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • If a child is awaiting collection because they are symptomatic, they should be moved to the consultant (waiting) room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, the window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Supervising adults should wear a mask and gloves that are located in the waiting room. If required, a visor and apron are available. The symptomatic person should use the disabled toilet, located opposite only. A symptomatic adult should follow the same procedure while they are awaiting collection. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. • The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. • As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. • Where a person is symptomatic, they and their households are required to follow government guidance. The symptomatic person MUST self-isolate for at least 7 days and must arrange to have a test to see if they have coronavirus. They must inform the school of the result of the test. • Other members of their household, including siblings, should self-isolate for 14 days from when the symptomatic person first had their symptoms. • Any household that hosts a person who is visiting from another country must follow government guidance relating to their circumstance. The person from outside of the UK should be tested at the earliest opportunity. 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • From September 2020 all staff are able to return to work unless formally, and in writing, advised otherwise by a medical professional based on their own medical condition. • Those individuals who are more vulnerable due to age, medical history or ethnicity, for example should be particularly alert to their own health and share any concerns they might have with leaders immediately. • The school will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). The school will contact the local health protection team. • This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> - direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) - proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case - travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups (see section below for more on grouping pupils). • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil, young person or staff member who is self-isolating subsequently develops symptoms. • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'Stay at home: guidance for households with 			

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none"> - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period - this is because they could still develop the coronavirus (COVID-19) within the remaining days - if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period) - their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' <p>If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the LHPT may advise that the school has an outbreak. We will continue to work with the local health protection team who will be able to advise if additional action is required.</p> <p>By the autumn term, the school will be provided with a small number of home testing kits that can be given directly to a pupil/parent/carer collecting a child/young person who has developed symptoms at their setting, or to staff that have developed symptoms at work.</p>			
<p>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</p>		<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and parents. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Procedures will be discussed as part of the INSET days in September 2020 	<p>Yes</p>	<p>Please see above Ensure that parents are aware of the above detail in a letter prior to September</p> <p>Procedures discussed in the training days in Sept 2020</p>	
<p>Staff, pupils and parents are not aware of the school's procedures</p>		<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school through 	<p>Partly</p>		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>should there be a confirmed case of COVID-19 in the school</p>		<p>the sharing of this risk assessment, opening plans and weekly updates.</p> <ul style="list-style-type: none"> This guidance has been shared with staff The guidance has been explained to parents Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Parents receive a personal call if a pupil or staff member are diagnosed with COVID19 and work within the same group as their child All parents receive a text that there is a confirmed case Staff receive a detailed email with government and KHPT advice Staff within the group are told personally and advised to test, in particular if they are symptomatic. School Leaders follow the advice given by medical practitioners at the Kent Health Protection Team as part of the Local Area Protection Team. 		<p>Put link to guidance on Governor Zone and the school's website. Send alert to parents to share the location of the link.</p>	
<p>2.5 First Aid/Designated Safeguarding Leads</p>					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>		<ul style="list-style-type: none"> First Aid certificates extended for three months prior to September 2020. GLP and Ifield SMILE are recommending first aid/paediatric first aid courses from September 2020. Internal training and online training continue to take place. A high proportion of first aiders are available and a named person identified on each day. A high number of DSL are employed at the school and available also at KFPS to be contacted in person or by telephone. All DSLs are available from September 2020 in line with normal practise. 	<p>Met</p>	<p>Leaders are corresponding with NHS Nursing re appointment of a school nurse.</p> <p>The AEO is communicating with leaders regarding temporary arrangements</p>	<p>Amber until a school nurse is in place to support the pupils' highly complex medical needs.</p>
<p>2.6 Medical rooms</p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> • Social distancing provisions are in place for the medical room. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes		
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a regular using a range of communication tools. • A COVID-19 section on the school website is created and updated. • Parent information letters and reopening plans. • For pupils known to require a change of clothing in the school day, parents are requested to provide a spare set of clothes daily. 	Partly	See 1.12 SLIC to create a social story for pupils to inform about COVID 19 and school's expectations Ensure that information on school's website contains all the links and additional support required for parents to follow guidance and make informed choices Inform parents that they need to change pupils' clothing daily desirably and that a change of clothes is required for children identified as needing support for toileting.	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. • Parents receive letters informing them of the different phases of government strategy and how this impact on their child • Pupil journals form a vital form of communication between school and home. In order to reduce transmission staff should wear gloves/ or use sanitiser before and after writing in each book/book bag. These should only be written in when necessary. • If a pupil displays symptoms and are therefore collected from school: staff will communicate the need for a test to take place immediately and for the result of the test to be communicated with the school. 	Partly	See 1.12 and 2.7	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> For pupils, the school would not be required to ask for evidence of the result of the test. 			
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. PHE does not (based on current evidence) recommend the use of face coverings in education settings, except where they are already routinely used as part of contact care. Additional reasons for facial covering are mentioned within this guidance. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. PPE Guidance has been shared with all staff and is separate to this RA. Face coverings are required at all times on public transport (for children over 11 years) or when attending a hospital as a visitor or outpatient. When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. However, visors are available should these be required. 	Yes		
2.9 Personal Protective Equipment (PPE)					
Infection may be spread by pupils sharing personal items		<ul style="list-style-type: none"> Pupils to bring in named water bottles and take them home each night Pupils to have their own packs of stationery at their tables. These items should not be shared. Classroom based resources, such as books and games can be used and shared within the bubble. These should be cleaned regularly, 		Effective from 8 June 2020. Ensure this is communicated to parents for September 2020.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>along with frequently touched surfaces and in line with the reopening plan previously shared in June 2020. Cleaning fluids are available to classroom staff for this purpose.</p> <ul style="list-style-type: none"> • Pupils should minimise personal equipment and items brought to school, unless associated with sensory needs. • It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. • Pupils should wear freshly laundered clothes on a daily basis. 			
2.10 Personal Protective Equipment (PPE)					
Key staff are not in place to ensure the school can function effectively and safely		<ul style="list-style-type: none"> • From September 2020 all administrative staff will be onsite. If staff isolate due to being symptomatic/ confirmed case then staff will be redeployed to ensure that the school's functions can continue. • DSL will be based in school to support pupils as appropriate • Two members of SLT will be available to work each day as a minimum • Site Manager and sufficient cleaning staff will be in place • A member of staff will be the lead for medication • A member of staff will be the lead for first aid 	Yes		
2.11 Teacher Resources					
Teachers and pupils handling resources could increase likelihood of infection		<ul style="list-style-type: none"> • Teachers to limit the number of shared resources taken home and limit the exchange of resources to within their designated bubble. • Teachers to wash hands and surfaces, before and after handling pupils' books 	Partly	<p>Bubbles to be defined in advance of September 2020 and Shared with staff and parents.</p> <p>Therapists to evaluate the cleanability of equipment.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Gloves will be available for the front office to receive and provide items for visitors and parents. Staff must use SIMS for getting parents contact information rather than the contact book held in the school's office. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles. The cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment) will be assessed by therapists, to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals. Outdoor equipment is more frequently cleaned, especially frequently touched areas such as handles. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 		<p>It is still recommended that children and young people limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Ensure this is recommunicated to all parents prior to September 2020</p> <p>Ensure that parents are informed about books and shared resources prior to September 2020.</p>	
<h3>3. Maximising social distancing measures</h3>					
<h4>3.1 Pupil behaviour</h4>					
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>		<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. Staff model social distancing consistently. The movement of pupils around the school is minimised. 	Partly		<p>Amber Will be reviewed when pupils return</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • Staff will have access to PPE to support their work with pupils who display behaviours that are challenging as part of their special educational need. • Staff will be supported by the AHT (Pastoral Lead) to update individual risk assessment and put strategies in place, such as arms protectors and full facial clear masks. Behaviours may include spitting. • All pupils who have had an incident of spitting have been identified. Ongoing monitoring of this behaviour will be undertaken by all staff • A behaviour specific appendix will be written with teachers where recorded behaviours contravene social distancing guidance • New guidance for staff to record intentional physical contact or contravention of social distancing guidance using exiting behaviour recording system 		<p>Purchase more arm protectors</p> <p>Ensure behaviour plans are updated for pupils with known behaviours prior to return in September 2020.</p> <p>Ensure plans and expectations are communicated clearly with parents.</p>	
3.2 Classrooms and teaching spaces					
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>		<ul style="list-style-type: none"> • Home learning arrangements are in place for pupils who have been informed by NHS that they must continue to self-isolate and for those who may be required to self-isolate due to a confirmed case of COVID19. • All unnecessary furniture that is not in use has been removed and put aside from/within classrooms and teaching spaces. • Arrangements are reviewed regularly. • Where possible and appropriate classrooms are configured to reduce face to face contact. • Where possible, learning will take place outside. 	Partly	<p>Ensure learning in the classroom is shared online for pupils.</p> <p>Additional furniture, surplus to requirement will be removed to facilitate more space in additional classrooms prior to September 2020.</p>	<p>Amber due to review by staff from September 2020 June by staff in classrooms working with pupils and colleagues</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Consistent groups reduce the risk of transmission by limiting the number of children, young people and staff in contact with each other to only those within the group. <p>'In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these groups. This means that the bubbles and be larger, e.g. year group or phase. The time spent in a phase would be short e.g. lunchtime where pupils still sit in class groups although they may be in the hall. They can be partially separate wherever possible'.</p>		<p>Ensure catering staff are aware of the procedures prior to September 2020.</p>	
3.3 Movement in corridors					
<p>Social distancing guidance is breached when pupils circulate in corridors</p>		<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. Break times are staggered to avoid overcrowding. Pupils are supported regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. <p>Passing in the corridor is low risk according to the government's guidelines published on 2 July 2020. However, every undertaking will be in place to avoid busy corridors and congestion spots. Staff should not enter the corridor if crowding is likely.</p>	Partly	<p>Groupings will be finalised by 20 July 2020 and bubbles identified</p> <p>Floor markings to remind staff and pupils to walk on the left-hand side in place by 1 September in the school hall 2020</p>	<p>Amber due to the fact that it is not possible to maintain 1 metre + distance in the corridors and the pupils' complex needs mean that a one-way system is not appropriate.</p>
3.4 Break times					
<p>Pupils may not observe social distancing at break times</p>		<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. 	Partly	<p>Timetables for the use of playgrounds will be in place by 1 September 2020</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Social distancing signage is in place around the school and in key areas. • Supervision levels support pupils' awareness of social distancing. • Staff are reminded to encourage pupils to maintain distance and discourage touch unless necessary for pupils' sensory needs. 			
3.5 Lunch times					
<p>Pupils may not observe social distancing at lunch times</p>		<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Staff will ensure that pupils wash hands/use sanitiser before and after eating. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned between settings and after lunch. • Staff have been provided with disinfectant and cloths to clean surfaces during and after lunch • SLIC have given each class a set of mealtime passports 	Partly	<p>Plans in place to timetable lunch and cleaning between sittings in place prior to September 2020</p> <p>Surfaces are cleaned by the site team between sittings</p> <p>Additional floor markings will be in place by 1 September 2020</p> <p>Additional guidance will be provided to parents on packed lunches by 1 September 2020</p>	
3.6 Toilets					
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>		<ul style="list-style-type: none"> • Group allocation for toilets/hand washing have been established and are monitored by classroom staff • Floor markings are in place to enable social distancing where necessary • Pupils know that they can only use the toilet one at a time when there is one toilet cubicle. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently and staff alert the site team to any additional cleaning that is required. • Monitoring ensures a constant supply of soap and paper towels. 	Partly due to revision required	<p>Groups will be allocated to use set toilets from 1 September 2020</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Staff toilet-staff should not enter the toilets if social distancing cannot be observed. • Staff toilets-antibacterial spray and tissues will be available for staff to sanitise toilet facilities prior to, and after use if required. • Staff and pupils will be encouraged to flush the toilet with the seat closed to reduce airborne contamination. • Where possible, parents and transport providers should not use the toilets. When this is required they will be directed to the SMILE centre. 			
3.7 Medical Rooms					
<p>The configuration of medical rooms may compromise social distancing measures</p>		<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Pupils are not required to socially distance from September 2020 as long as they are within their bubble. • Staff should continue to maintain social distance of 1 metre+ where possible. • An additional room is designated for pupils with suspected COVID-19 whilst collection is arranged. • Pupils with symptoms are kept in isolation from others. Staff supporting them have access to PPE. • Pupils and staff who are symptomatic are required to isolate in line with government guidance • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • The medical lead ensures that supplied of bacterial wipes and PPE are maintained. • Pupils and staff waiting for medication are required to queue at a safe distance outside of the medical room. Markings on the floor will remind pupils and staff. • Medication is provided to pupils in line with their Health and Care Plan • PPE is available for staff 	Yes		<p>Amber because social distancing between staff and pupils needed to follow the school's administration of medication policy (2 signatures) cannot be put in place even when supporting one pupil.</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff follow the school's policies relevant to safeguarding and administration of medication Pupils with complex medical needs that heighten their vulnerability will attend school only if sanctioned by a medical professional. 			
3.8 Reception area					
<p>Groups of people, including pupils and staff gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines because of congestion.</p>		<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. All visitors will be required to use the sanitiser prior to using the sign in tablet. Non-educational, non-therapeutic and non-essential visitors Visits will be actively discouraged unless essential for health and educational reasons such as the maintenance of the hydro-pool and removal of sanitary waste. No more than two people will be allowed in reception at the same time. The cage for child seats will be located outside of the main doors. Transport providers are asked to wait outside and follow social distancing guidelines. Drivers and escorts must follow KCC Guidance. Leaders will supervise the arrival and departure of pupils on transport. Pupils and escorts/drivers will remain in their vehicle until instructed. Staggered arrival and departure times are shared to minimise congestion Parents escort pupils to three entrances for drop off and pick up. 	Partly		<p>Amber due to the fact that parents, KCC transport and essential visitors are required to follow social distancing but may not take this responsibility as seriously as they should</p>
3.9 Arrival and departure from school					
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>		<ul style="list-style-type: none"> Start and finish times are staggered but do not impact on pupils' learning time. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. An external sanitisation station is available at all entrances, including for SMILE 	Partly	<p>External sanitisation has been purchased but requires installation when delivered. Expectations communicated to parents/carers and visitors prior to arrival.</p>	As above

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Leaders monitor the start and end of the school day 			
3.10 Transport					
<p>The use of public and school transport by pupils poses risks in terms of social distancing and increased infection</p>		<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Discussions have been held with Kent Transport on how social distancing measures will be applied. The revised transport protocols have been shared by Kent Transport by 22/05/2020. Face coverings are compulsory on public transport for people over the age of 11. People with learning difficulties where this might cause distress and people with medical conditions where wearing a mask might cause difficulties, are exempt. Staff will remind transport providers of those protocols if anyone is observed not following them and report to SLT. See Curriculum information in Section 1 for more details regarding the use of school cars and minibuses. 	Partly	<p>Parents will be made aware of how a face covering can be used within KCC transport or on public transport. Parents will decide if their child can manage the sensory aspect of this measure.</p>	<p>Many aspects of this measure are beyond the school's immediate control while pupils are in transit. Any anomalies will be reported to KCC Transport. Individual operators are responsible to ensure that measures outlined in the protocol are met</p>
3.11 Staff areas					
<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>		<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Every other chair in the staff room will be turned to ensure staff are seated 1+ metres apart from one another. 	Partly	<p>See 2.3 Admin staff will be provided with alternative work space to support social distancing.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
<p>Pupils with underlying health needs that increase their vulnerability but are no longer required to shield</p>		<ul style="list-style-type: none"> • Staff and parents have liaised with each other about the pupils' needs and the measures in place. • Parents have been made aware of the risks to the pupil. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable and sought medical advice where required • Schools have a regularly updated register of pupils with underlying health conditions. • Advice is sought, where required, from the Children's Disability Team and Health. • Some pupils are not able to communicate if they are feeling unwell. 	Yes		Risk cannot be entirely eliminated
4.2 Staff with underlying health issues					
<p>Staff with underlying health issues or those who continue to need to shield as advised by a doctor in writing are not known or identified and so measures have not been put in place to protect them</p>		<ul style="list-style-type: none"> • As of September 2020, all pupils in all year groups are expected to attend and a full compliment of staff is required. • All members of staff with underlying health needs, those within vulnerable groups or who are required to continue shielding have been asked to make their condition or circumstances known to the school. Records are kept of this and regularly updated. This information is confidential to only those required to know. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable that put them at increased risk from COVID-19. When necessary, staff in these categories are provided with alternate or adapted roles following an individual risk assessment conducted with a member of SLT. 	Yes		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Current government guidance is being applied. • Staff are strongly advised to share personal circumstances with leaders and HR to allow the school to make provision for their needs, including working from home where needed. 			
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>		<ul style="list-style-type: none"> • All staff continue to follow the school's safeguarding policies, including the appendices relating to COVID19. • There are sufficient numbers of trained staff available to support pupils with mental health needs. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. • Teachers and leaders maintain contact with all pupils' parents • Individual parental discussions identify pupils who need to attend school to support their mental health and behaviour. • Records of communication between the school and pupils' homes are recorded. • Working party has been set up using Microsoft Teams to collate and review resources linked to supporting mental health of young people • AHT to produce guide for teaching staff in supporting pupils' mental health to be reviews following transition back to school. • Bereavement guide produced by AHT to enable teaching staff to address concerns o disclosure. • The school's leaders are designing a recovery plan based on 5 levers (Barry Carpenter) • In class learning will enable pupils to share anxiety and ask questions • Teaching will help pupils understand how to protect themselves by supporting their understanding of control measures. 	Partly	<p>STLS are working on a package to support stakeholders, including pupils as they make the transition to school in preparation for September 2020.</p> <p>The AHT (Pupil wellbeing) with work in liaison with classroom staff to support pupils' behavioural and mental health needs from 1 September 2020 as required</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Staff will be provided with support to help pupils who have been bereaved by the AHT who has received enhanced training. • Staff will continue to liaise with parents of pupils who are in school and those who are not 			
5.2 Mental health concerns – staff					
<p>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>		<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. These include our free school counselling service helpline (03000411411) and free confidential help via an educational support charity (08000562561) • Staff are provided with transparent information to help them understand decisions made by leaders • Links to the COVID19 testing facility have been provided • Two mental health first aiders for staff are available • Staff, adversely affected will be invited for a discussion with a member of the school's SLT and where appropriate, a risk assessment will be put in place. • As a manager of a school community during these challenging times you may welcome the opportunity to access support either through selected psychological resources or a consultation with an educational psychologist (EP). • Selected psychological resources FACE COVID: https://www.baps.org.uk/content/uploads/2020/03/FACE-COVID-by-Russ-Harris-pdf-pdf.pdf • APA advice for school leaders: https://www.apa.org/news/apa/2020/03/covid-19-leadership 	Yes		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Working from home can adversely affect mental health and may impact on staff returning to work in September 2020		<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with member of the leadership and admin team. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. • Two mental first aiders for staff are available 	Yes		
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary 	Yes		
6. Maintaining educational provision for children of key workers and vulnerable children in the event of a local area lockdown					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school is part of a local area lockdown.		<ul style="list-style-type: none"> • Current government guidance is being followed. • In the event of a lockdown liaison with parents who are key workers and the parents of vulnerable children would immediately resume to agree required provision. • The facility for full-time attendance is available where required in the event of a lockdown • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with government expectations should this arise. • The school is able to offer a site for sixth form students and learners aged 19-25 years old who attend LINK College in the event of NKC 	Yes	The school is unable to provide extended provision beyond the school day in the event of a local lockdown.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>closure. LINK19 College learners will be located separately from the school aged pupils.</p> <ul style="list-style-type: none"> A separate risk assessment is in place. LINK19 will offer the above provision in the event of a local area lockdown. 			
<p>Provision to ensure the safety and welfare of pupils in and out of school is maintained</p>		<ul style="list-style-type: none"> The Pupil Services Administrator continues to monitor closely the attendance of pupils and raises concerns with the school's leadership First day calling for pupils who are expected to attend DSL to continue to oversee arrangements to safeguard pupils Staff to continue to prioritise safeguarding, including through discussion with families who are absent from school. Continue to liaise with wider services, including social care Undertake announced and unannounced doorstep visits to ensure the safety of pupils, particularly those that are difficult to reach. Advise parents to contact school if they are struggling and sign post wider services. Ensure that Encompass Services are utilised and procedures followed as incidents of domestic violence have increased. Access 0204 513 9990, The Operation Encompass Teachers' Helpline when required. This service provides free advice and a professional dialogue with an Educational Psychologist about how-to best support families. Continue to ensure that the Government Voucher Scheme reaches as many families as are eligible. Continue to ensure that Health and Safety Measures are fully adhered to throughout the pandemic, including tree surveys, fire risk assessments, legionella testing and the maintenance of the school's hydro therapy pool. Doorstep visits are taking place as from 12 June 2020 to the families of pupils that are assessed as being at increased risk/are hard to contact/ are prioritised for attendance and have not taken up a place. Most visits conducted by Headstart Lead and others by class teachers (dependent on relationships) Play Therapy sessions will be available for pupils who find reintegration difficult. The school will adopt the 5 lever principles outlined by Barry Carpenter as more pupils transition back to school. A recovery curriculum will be in place that will include more opportunity for pupils to discuss their experiences and feelings. 	<p>Yes</p>	<p>Ensure Encompass poster is placed in the staff room and PPA room</p> <p>Share additional information about the recovery curriculum.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	M	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> - Distancing of bubbles within the fire point have been measured and visible on the muster point. - SLT support the role of the fire marshals - Class teams walk through the route and designated standing area on the muster point at the start of term to familiarise pupils and staff about the expectations. • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • A fire alarm test will be held within the first two weeks in Term 6 when significant numbers are present. 	Yes		M
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. • Pupils exit the building at the nearest evacuation point which is in line with larger bubbles. • Class groups remain together and walk at a distance from others. 	Yes		M
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> • From September 2020, all pupils in all year groups are expected to attend school. • School registers will be maintained by the school and used to check that all pupils are present at muster points. • The school's electronic sign in and sign out facility records staff and pupils who have left the premises. • The school will monitor the staff designated as fire marshals and put contingency plans in place if numbers fall. • The school's senior leaders sweep the corridors, classrooms and toilets while exiting the building. 	Yes		M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. The hydro-therapy pool has been operational throughout the initial phase of the pandemic and maintained on a daily basis by the site manager. Extra cleaning has been in place. Pupils access the pool in bubbles. Staff have clear guidance about the use of equipment within the pool environment. All staff and pupils must shower before and after each session. Sessions are supervised by qualified staff and continue to be overseen by a lifeguard. Chlorine and water inactivate the virus as confirmed by PHE. 	Yes		
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> All statutory compliance is up to date. The hydro-therapy pool has been operational throughout the pandemic and maintained on a daily basis by the site manager. Extra cleaning has been in place. Pupils access the pool in bubbles. Staff have clear guidance about the use of equipment within the pool environment. All staff and pupils must shower before and after each session. Sessions are supervised by qualified staff and continue to be overseen by a lifeguard. Chlorine and water inactivate the virus as confirmed by PHE. The site manager will maintain contact with pool servicing provider during the pandemic to rectify any issues that arise. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. The site team have continued to maintain the site to a very high standard. Safety measures have been adhered to Statutory Compliance measures relating to Fire risk are being carried out during May half term and the summer break. 	Yes		
7.3 Managing pupils with dual placements, such as nursery aged and Post 16 students					
Placements do not have the necessary risk assessments and procedures in place to mitigate risk to users		<ul style="list-style-type: none"> During Terms 1 and 2, children attending Ifield Specialist Nursery will not experience a dual placement. This will be reviewed for Terms 3 and 4. Where a child or young person routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings 	Partly as new for Sept 2020		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child or young person.</p> <ul style="list-style-type: none"> • Pupils will be able to continue attending both settings. • Leaders of dual settings should share risk assessments to ensure that are jointly satisfied with strategies in place to reduce risk. • Staff will undertake a pre-visit to satisfy themselves of the procedures in place • Records should be in place of all pupils attending dual placement, the time and days spent in alternate settings. • A risk assessment will be undertaken as to the impact on a setting should the pupil display, be exposed to, or be diagnosed with COVID19 on the alternate placement. • Parents should be asked to ensure that pupils are wearing clean clothes and do not transfer personal objects between settings. 			
7.4 Specialists, therapists, clinicians and other support staff for pupils with SEND					
<p>Pupils do not have access to the specialist, therapists, clinicians and support staff to support their SEND</p>		<ul style="list-style-type: none"> • Specialists, therapists, clinicians and other support staff for pupils with SEND can provide interventions as usual. • Supply teachers, peripatetic teachers or other temporary staff can move between settings. • They should ensure they minimise contact and maintain as much distance as possible from other staff. • A record should be kept of all visitors. • An assessment has been carried out to see if any additional control measures are required to keep staff and pupils safe • Assurances have been sought from the visitor that all staff attending the setting will be in good health (symptom-free) and that they have measures in place to ensure effective hygiene is in place. • They have been advised to wear freshly laundered clothes each day. • Temperature checks are carried out on arrival and before entering the school building. • Contact details, including full name, organisation and contact telephone number MUST be provided for track and trace. • A separate risk assessment is in place for the Specialist teaching and Learning Service based in SMILE 	<p>Partly as from September 2020</p>		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7.5 Contractors working on the school site					
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>		<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • Where visits can happen outside of school or college hours, they should. • A record should be kept of all visitors. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Temperature checks are carried out on arrival and before entering the school building. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). • A member of the site team will be responsible for checking the temperature of contractors. 	Yes	<p>A record should be kept of all visitors including their full name, the company they represent, who they are visiting and the reason for this and also a contact telephone number.</p>	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • Local Authority finance team has been consulted to identify potential savings in order to work towards a balanced budget where reimbursement can be claimed. This does not include staffing costs • The school's financial position has been shared with the Finance and Resource Governors committee on Monday 18 May 2020 • The school's 3-year budget has been approved. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • The school's projected financial position has been shared with governors and Local Authority. 	Yes		The additional staffing costs and costs incurred from September 2020 can not be reclaimed despite previous government assurances
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The SLT's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities are in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. • The clerk to the governing body provides governors with fortnightly updates on to Governor zone. 	Yes		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
10. Additional site-specific and curriculum issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Hydro-Therapy Pool		<ul style="list-style-type: none"> • Pupils MUST remain within class 'bubbles' when using the hydrotherapy pool. • 'Bubble' adults will escort pupils to the pool by the shortest route. • The swimming teacher will prepare for each 'bubble' and greet them on arrival. • The pool will be cleaned regularly throughout the day by the site team using chlorinated water. • All staff and pupils using the hydro-pool MUST shower before and after the session. • No additional bags and resources should be taken to the pool area. • No equipment such as goggles and nose plugs should be shared by pupils or staff. • Social distancing MUST be observed while changing. • All sessions MUST be taught by a qualified person and a lifeguard MUST be present. • Staff 'bubbles will clean regularly touched surfaces using surface wipes before exiting. • The hydrotherapy pool will not be available for lettings or be open to members of the public, or used for commercial purposes. • Pool safety measures will be adhered to at all times, including maintenance of the pool. 			Chlorine and water inactivate COVID19. Confirmed by PHE.
The school's sensory room, the school's sensory circuit room and the rainbow room have multiple areas that could transfer infection		<ul style="list-style-type: none"> • All surfaces must be wiped between 'bubbles' • Sessions are timetabled and for use as an intervention • The use of the rooms will be limited and no adults or pupils can access these rooms unless timetabled to do so. 			Due to the frequent contact on surfaces
There may be increased risk of infection and transmission in Ifield Life and the Food Technology Room		<ul style="list-style-type: none"> • Pupils should use their own resources allocated to them for the lesson which should not be shared. • Staff should help pupils to practice high levels of hygiene, such as washing hands frequently, especially before and after handling ingredients and utensils. • Staff will help pupils to refrain from tasting ingredients directly from utensils while they are preparing food. 			Due to the frequent contact on surfaces

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • All utensils and equipment must be cleaned with soapy, warm water after use. • All surfaces and used chairs should be wiped using an antibacterial spray. • Where possible, FT lessons should be held in the classroom, especially when focusing on theory as shared in the excel document. <p>Ifield Life continue s to be used for storage of soft furnishing.</p> <ul style="list-style-type: none"> • Staff will have timetabled opportunities to access IL on a rota basis for Term 1. • The rota will be designed around the extended bubbles. • The weekend will provide a 48-hour gap between use by bubbles. • IL will be cleaned each day by site team staff • Class teams must clean any surfaces and equipment after use. • Bubbles should seek opportunities to teach life skills in the classroom and outside where possible. • Staff should use the Life skills curriculum designed by AHT (Secondary). 			
<p>There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance</p>		<ul style="list-style-type: none"> • Singing, wind and brass playing must not take place in choirs and ensembles, or assemblies. • These activities should only take place within music lessons and within class bubbles while trying to maintain a safe distance between participants and particularly between adults. • Pupils and staff should face in one direction for singing. Pupils and staff should not be encouraged to project their voice. • Music activities, including singing, are available on the school's website and have been uploaded by the school's specialist subject teacher so that activities can be enjoyed at home. • All equipment must be cleaned between each group, or bubble. • Pupils will be escorted to the music room by class teams to enable the room and instruments to be prepared. • Pupils must not use a woodwind or brass instrument where they use their mouths to generate sound. • No singing assemblies with take place for the foreseeable future in the school hall 	<p>Partly As due to start in September 2020</p>		

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> The medium-term plans will be adjusted to ensure control measures are in place. 			
External coaches and tutors visiting the school and working across bubbles increase the risk of infection		<ul style="list-style-type: none"> Settings are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so All coaches and tutors will follow the school's hygiene expectations on entry to and from the school site. All coaches and visitors are required to leave contact information as previously identified. All coaches and tutors must follow a timetable so that groups can be quickly identified in the event of infection. As far as possible, visiting tutors and coaches should teach pupils within the extended bubble on the same day to avoid cross contamination through shared resources and clothing Coaches and tutors will be asked to wear freshly laundered cloths daily. Coaches and tutors should not bring resources into school that have been used within another setting unless these items have been cleaned thoroughly or have not been used for 48 hours+ As far as possible, visiting coaches and tutors should maintain a safe distance from staff and pupils of 2 metres. 	Partly As due to start in September 2020		

This diagram below shows how to advise individuals (children and adults) and their households if they become unwell OR if they are sent home because they have been in contact with someone who is ill. It is based on the guidance for the full opening of schools set out in section one, Public Health advice to minimise risks. This is not a substitute for reading the full guidance and CST does not accept responsibility if you use this solely or instead of the planning guidance.

A person with symptoms

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), **then** *they* must be sent home, arrange a test and self-isolate for at least 7 days

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), **then** *other members of their household* should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a person with symptoms *tests negative* and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), **then** *they* can stop self-isolating. *Other members of their household* can stop self-isolating.

If a person with symptoms *tests positive*, **then** *other members of their household* should self-isolate for 14 days from when the symptomatic person first had symptoms.

A person who is sent home because they have been in contact with someone with who has tested positive

The health protection team will provide definitive advice on who must be sent home. A person who has been in contact with someone who has tested positive will be sent home and asked to self-isolate for 14 days.

If a person has been in contact with who has tested positive and is sent home to self-isolate for 14 days, **then** *their household* does not need to self-isolate, unless the person who is self-isolating subsequently develops symptoms.

If a person who has been in contact with someone who has tested positive subsequently *develops symptoms themselves* within their 14-day isolation period, **then** they should stay at home and get a test.

If the test delivers a *negative result*, **then** they must remain in isolation for the remainder of the 14-day isolation period as they could still get symptoms after being tested

If the test delivers a *positive result*, **then** they should inform their school immediately, and must isolate for at least 7 days from the onset of their symptoms.

If the test delivers a *negative result*, **then** *their household* can stop self-isolating if they do not have symptoms

If the test delivers a *positive result*, **then** *their household* should self-isolate for at least 14 days from when the symptomatic person first had symptoms.