

Risk Assessment Form

Location / Dept: HGS – Whole school		Date Assessed: July 2020, September 2020, December 2020, January 2021, February 2021, April 2021, September 2021, January 2022		Assessed by: Chris Conway/Simon Bird			
Risk Assessment for: COVID-19 Operational risk assessment for return of all students from September 2020 and period of Lockdown January 2021 onwards.		Review Date: March 2022		Reference Number: RA0011 v 8			
Area of concern Hazard / Risk	Persons at risk	Control measures	Severity (1-5)	Likelihood (1-5)	Risk / Priority	In place (Yes/No)	Additional controls required
1 Establishing a systematic process of full opening in September 2020 and beyond including January 2021							
1.1 Identify likely numbers of students returning and agree required staffing resource and approach							
Lack of certainty over returning numbers	Staff, Students	<ul style="list-style-type: none"> Planning for full attendance of all year groups Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 Requests for support for vulnerable families sent through Early Help Hubs (Birmingham Safeguarding Children Partnership) Any specialist equipment required is returned to school/additional equipment made available to support return 	3	2	6	Y	

1.2 Availability of staff and class sizes							
Number of staff available is lower than that required to teach classes in school (<i>cross reference with risk assessment on staff health and wellbeing</i>)	Staff, Students	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff (DSL, SENCO, 1st Aiders, domestic/kitchen staff etc.) Full use is made of those staff who are self-isolating but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Consideration of available testing for school staff is updated according to latest government advice: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance 	3	2	6	Y	<ul style="list-style-type: none"> A blended model of home learning and attendance at school may have to be utilised until staffing levels improve. Contingency planning with Foundation is in place and additional resources identified
1.3 In-Year Admissions and 'new' Students							
Schools lose focus on continuing to apply in- year admissions process including admitting 'new' students	Students	<ul style="list-style-type: none"> Review the termly admissions process Ensure key school contact and related resources in place Ensure parental declarations are completed and signed each term 	2	3	6	Y	<ul style="list-style-type: none"> Where necessary students risk assessed and discussed at regular SEND, ISEY or Fair Access panel. Any issues addressed through SLT and in discussion with families. Additional support for individual or complex cases.
1.4 Net capacity							
Available capacity of the school is reduced when social distancing guidelines are applied.	Staff, students	<ul style="list-style-type: none"> The timetable has been agreed for September and arrangements in place for each year group to allow for reduced interaction between year groups where possible. Mixing with other students will be limited as far as possible. 	4	1	4	Yes	

		<ul style="list-style-type: none"> • Staff and students to wear masks indoors including classrooms unless exempt until the guidance is revised. • Students and staff to wear masks on public transport. • Students to wear masks entering and leaving the Exam hall and to wear them in exams if they wish. 					
1.5 Organisation of teaching spaces							
Classroom sizes will not allow adequate social distancing	Staff, students	<ul style="list-style-type: none"> • All classrooms have been re-configured so all student desks are forward facing, where possible. • Teacher desks have been set 2 metres away from student desks • Clear signage displayed in classrooms promoting social distancing. • Students will be asked to bring their own hand sanitizer. 	4	1	4	Yes	<ul style="list-style-type: none"> • Additional teaching spaces to be set up if required.
Classroom and timetable arrangements do not allow for all students to attend in line with guidance.	Students	<ul style="list-style-type: none"> • Classrooms have been re-configured so all student desks are forward facing. • Spare furniture removed from the rooms so they cannot be used. • Clear signage displayed in classrooms promoting social distancing. • Arrangements in place to support students when not at school with remote learning at home. • There is provision of covered outdoor space for students to utilise. 	4	1	4	Yes	
Large spaces need to be used as classrooms	Staff, students	<ul style="list-style-type: none"> • The sports hall and “Big School” can be used as teaching spaces and can be set up to respect social distancing requirements. The rear of Big School may also be used as a holding area for students displaying Covid symptoms. 	4	1	4	Yes	

		<ul style="list-style-type: none"> • Design layout and arrangements in place to enable social distancing. • Large gatherings and assemblies minimised. • Clear signage displayed in classrooms promoting social distancing. • Staff to have seating plans. • There may be some changes to rooming to enable bigger classrooms to be used. 					
1.6 Availability of staff and class sizes							
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	Staff, students	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating but are well enough to teach lessons on-line. • Flexible and responsive use of cover supervisors to supervise classes is in place. • Full use is made of testing to inform staff deployment. • A blended model of home learning and attendance at school is utilised until staffing levels improve. 	4	2	8	Yes	
1.7 Prioritising provision							
The continued prioritisation of vulnerable students and the children of critical workers will create 'artificial groups' within schools when they reopen.	Staff, students	<ul style="list-style-type: none"> • Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. • Pastoral and SEND support is deployed whenever possible to support prioritised students. 	4	2	8	Yes	
1.8 The school day							
This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings							

The start and end of the school day create risks of breaching social distancing guidelines	Staff, students	<ul style="list-style-type: none"> • Departure times are staggered. • Supervised student entry and departure to the school site. • The number of entrances and exits to be used is minimal. Sixth form students will enter and exit via Grove Lane. • Staff and students are briefed and signage provide to identify entrances, exits and circulation routes to use. A one-way system in school will be in operation. • A plan is in place for managing the movement of people on arrival to avoid groups congregating and parents are informed that gathering at school gates needs to be minimised. • Doors and windows to remain open, as much as possible to increase ventilation. • KS3 students allowed to enter Form rooms from 8.00 am. 	4	1	4	Yes	
Daily attendance registers for new cohorts are not in place	Staff, Students	<ul style="list-style-type: none"> • Student support are responsible for completion of school daily attendance registers • Student support responsible for completion of DfE daily submission (if applicable) • Regular reporting and monitoring of attendance to responsible body 	3	3	9	Y	
1.9 Planning movement around the school							
Movement around the school risks breaching social distancing guidelines.	Staff, students	<ul style="list-style-type: none"> • Circulation routes have been reviewed and identified. • One-way systems are in place where possible. • Appropriate signage in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. 	4	1	4	Yes	

		<ul style="list-style-type: none"> • Movement of students around schools is minimised as much as possible. • SLT to supervise areas of the school during class change over and breaks. • Appropriate duty rotas and levels of supervision are in place. • Students are regularly briefed regarding social distance and guidance. 					
1.10 Curriculum organisation							
Students will have fallen behind in their learning during school closures and achievement gaps have widened.	Students	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning and through the Covid Recovery plans • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabii is covered. • Plans for intervention are in place for those students who have fallen behind in their learning. • All practical lesson activities to be reviewed. 	5	3	15		
1.11 Staff workspaces							
Staff rooms and office do not allow for observation of social distancing guidelines.	Staff	<ul style="list-style-type: none"> • Staff rooms and office 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. • Clear signage displayed promoting social distancing. • Masks/Face coverings are optional. 	4	1	4	Yes	

1.12 Managing the school lifecycle							
Limited progress with the school's summer term calendar and workplan because of Covid-19 measures	Staff, students	<ul style="list-style-type: none"> SLT and staff workplans to include short and medium term planning. Staff recruitment for September 2021 completed. Curriculum and timetable for September 2021 completed. Provisional plans are in place for a virtual Open Evening, UCAS Evening, and a Prize giving evening, which can be streamed, to the audience. 	4	3	12		
Students moving onto the next phase of their education do not feel prepared for the transition.	Students	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with students and their parents about the next stage in their education and resolve any issues. This is ongoing with regards to A Levels and GCSEs There is regular and effective liaison with the destination institutions to assist with students' transition. Regular communications with the parents of incoming students are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and students. Online induction days were planned for parents and students. 	4	3	12		
1.13 Governance and policy							
Governors are not fully informed or involved with making key decisions.	Staff, students & stakeholders	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. 	3	1	3	Yes	

		<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. Risk assessments are reviewed and signed off by the LGB. 					
1.14 Policy review							
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.	Staff, students & stakeholders	<ul style="list-style-type: none"> All relevant policies have been revised to take account of the government guidance on social distancing and Covid-19 and its implications for the school. Staff, students, parents and governors have been briefed accordingly. 	3	3	9	No	<ul style="list-style-type: none"> Review of policies to be done i.e. fire evacuation policy
1.15 Communication strategy							
Key stakeholders are not fully informed about changes to policy and procedures due to Covid-19, resulting in risks to health.	Staff, students & stakeholders	<ul style="list-style-type: none"> Communication strategies are in place for the following groups: <ul style="list-style-type: none"> Staff Students Parents Governors / Trustees Other parties 	3	3	9		
1.16 Staff induction and CPD							
Staff are informed about the new procedures.	Staff	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to September 2021. Induction and CPD programmes are in operation for all staff prior to September 2021 and include: <ul style="list-style-type: none"> Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	3	3	9		

New staff are not aware of policies and procedures prior to starting at the school when it reopens.	Staff	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	3	2	6		
1.17 Provision for meals and free school meals Consider alongside https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools							
Students eligible for free school meals do not continue to receive vouchers on the days that they are not in school.	Students	<ul style="list-style-type: none"> A member of the school's administration team is tasked with ensuring that students eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	3	1	3	Yes	
Meals are not available for all children in school	Students	<ul style="list-style-type: none"> Communication with the catering team to consider options such as providing Grab and Go. Usual considerations for dietary requirements. The sixth form café will be used at breaktime and lunchtime to provide food for sixth form students. Encourage students to bring packed lunches. Safe food preparation space taking into account of social distancing. Procurement plan in place which confirms that suppliers are following social distancing and hygiene measures. 	5	1	5	Yes	
1.18 Risk assessments							
Risks are not comprehensively assessed in every area of the school in light of Covid-19, leading to breaches of social distancing and hygiene guidelines.	Staff, students & stakeholders	<ul style="list-style-type: none"> Risk assessments are updated and signed off by the LGB and mitigation strategies are put into place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When students enter and leave the school During movement around school During break and lunch times 	3	1	3	Yes	<ul style="list-style-type: none"> Regular review of risk assessments to follow government guidance.

		<ul style="list-style-type: none"> Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used. 					
1.19 School transport							
Changes to bus schedules as a result of Covid-19 adversely affect students' attendance and punctuality and do not align with staggered start and departure times.	Staff, students & stakeholders	<ul style="list-style-type: none"> The details of how students will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning start and departure times. Students and staff to wear masks on public transport and school transport unless exempt. 	5	2	10		
1.20 Safeguarding provision is needed in school to support returning children and consider any necessary changes and referrals as more children return to school including those with problems accessing online offer Consider alongside: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19							
School safeguarding policy and procedures are not in place, including updated appendix to include arrangements for COVID-19	Students, staff	<ul style="list-style-type: none"> Safeguarding remains highest priority and policy is updated to reflect changes All staff are briefed on updated safeguarding arrangements, including those contacting families of students that are not attending school All DSLs have swift access to advice from LA, CSC, school / health visitors and police (LA has provided contact details) School to consider any changes to day to day health and safety policies including changes to evacuation arrangements depending on the use of classrooms, entry and exit points and Critical Incident and Lockdown procedures, factoring in social distancing requirements Expectations to be shared with students in the event of the need to evacuate the building in an 	4	2	8	Y	

		<p>emergency</p> <ul style="list-style-type: none"> Reference to an addendum for the BCC Model Safeguarding Policy. 					
High risk of increased disclosures from returning students	students, staff	<ul style="list-style-type: none"> DSL capacity is factored into staffing arrangements to ensure enough staff are available to deal with the potential increase in disclosures from students Contact is maintained with families where there are vulnerable students that are not attending school due to parent/carer decision Multi-agency arrangements in place to support early help School is aware of support through Early Help Hubs Advice is available through CASS, BCC Safeguarding and BCC Prevent Team 	4	3	12	Y	
Insufficient staff confidence or awareness of mental health, pastoral support, wider wellbeing support for students returning to school	Staff, students	<ul style="list-style-type: none"> Staff are aware of the offer from the LA and partners to support pupil wellbeing, including initiatives such as 'You've Been Missed' bereavement support and any changes that have occurred in children's lives since they have been away from school. Staff have access to a range of support services and feel well prepared to support students with issues that are impacting on their health and wellbeing. This is differentiated for students attending school and those still at home. Staff are aware of how to access support for issues such as anxiety, mental health, behaviour, young carers, behaviour in addition to safeguarding in general. Mental Health training provided by BEP. 	3	3	9	Y	

2 Investing in safety equipment and health and safety arrangements to limit the spread of Covid-19

2.1 Cleaning

Cleaning capacity is reduced so that an initial deep-clean and on-going cleaning of surfaces are not undertaken to the required cleaning standards.	Staff, students & stakeholders	<ul style="list-style-type: none"> An enhanced cleaning programme is agreed and implemented which minimises the spread of infection. Enhanced daily cleaning of doorways, handles and other frequently touched surfaces. Working hours for cleaning staff are increased/ altered to ensure there is capacity to maintain a regular clean throughout the day. 	4	1	4	Yes	<ul style="list-style-type: none"> Amend cleaning checklists to take account of Covid-19 cleaning requirements.
Procedures are not in place following a suspected or confirmed case at school.	Staff, students & stakeholders	<ul style="list-style-type: none"> The cleaners have been made aware of the guidance of cleaning non-healthcare settings <u>Covid-19: cleaning of non-healthcare settings guidance.</u> Plans are in place to identify and clean all areas with which the symptomatic person has been in contact. Sufficient and suitable equipment is available for the required clean. Adequate waste disposal arrangements are in place to dispose of contaminated equipment. 	4	1	4	Yes	

2.2 Hygiene and hand washing

Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency.	Staff, students & stakeholders	<ul style="list-style-type: none"> Hand sanitiser dispensers have been fitted at the main entrances to each building. Hand sanitiser dispensers have been installed outside classrooms for students to use on entry. Offices have been provided with hand sanitiser bottles. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	4	1	4	Yes	
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		<ul style="list-style-type: none"> • Sufficient supplies held of hand sanitiser, soap, wipes and paper towels. • Posters on display to reinforce importance of regular handwashing. • Reinforce 'catch it, kill it, bin it' message. 					
Students forget to wash their hands regularly.	Staff, students & stakeholders	<ul style="list-style-type: none"> • Staff training includes the need to remind students of the need to wash their hands regularly. • Posters reinforce the message to wash hands regularly using soap and water for 20 seconds. • School leaders monitor the extent to which handwashing is taking place on a regular basis. 	4	1	4	Yes	
Inadequate supplies and resources mean that shared items are not cleaned after each use	Staff, students	<ul style="list-style-type: none"> • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • A plan is in place to clean resources which have been taken home. • Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where possible. • Any shared classroom materials and surfaces cleaned and disinfected more frequently. • Practical lessons can go ahead if equipment can be cleaned thoroughly after use. • Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products • The governing board finance committee is aware of any additional financial commitments. 	4	1	4	Yes	
2.3 Clothing / fabric							

Not wearing clean clothes every day may increase the risk of the virus spreading.	Staff, students & stakeholders	<ul style="list-style-type: none"> • Policies are agreed prior to the school opening on the wearing of uniforms by students and business dress by staff to minimise risk. • Expectations and guidance are issued to parents. 	3	2	6	Yes	
2.4 Testing and managing symptoms							
Testing is not used effectively to help manage staff levels and support staff well-being.	Staff	<ul style="list-style-type: none"> • Guidance on testing has been published. • The guidance has been explained to staff. • Post-testing support is available for all staff through the school's health provider. 	4	3	12		
Infection transmission within school due to staff/students (or members of their household) displaying symptoms.	Staff, students & stakeholders	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking of returning to school dates, is in place. • Procedures are in place to deal with any student or staff displaying symptoms at school. This includes the use of testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative. • Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes the understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. • A record of any Covid-19 symptoms in staff or students are reported to the Trust. 	5	3	15	No	
Staff, students and parents are not aware of the school's procedures (including self-isolation and testing) should anyone display symptoms of Covid-19.	Staff, students & stakeholders	<ul style="list-style-type: none"> • Staff, students and parents have received clear communications of current government guidance on the actions to take should anyone display symptoms of Covid-19 and how this will be implemented at school. 	4	2	8		
Staff, students and parents are not aware of the school's procedures		<ul style="list-style-type: none"> • Staff, students and parents have received clear communications informing them of current 	4	2	8		

should there be a confirmed case of Covid-19 in the school.		<p>government guidance on confirmed cases of Covid-19 and how this will be implemented at the school.</p> <ul style="list-style-type: none"> • This guidance has been explained to staff and students as part of the induction process. • Any updates or changes to the guidance are communicated in a timely and effective way to all stakeholders. 					
2.5 First aid / designated safeguarding leads							
The lack of availability of designated first aiders and safeguarding leads puts children's safety at risk.	Staff, students & stakeholders	<ul style="list-style-type: none"> • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with the other Northern Cluster Trust schools has been agreed. • The rear of Big School may also be used as a holding area for students displaying Covid symptoms. • AHA will have a briefing with First aiders on Covid guidelines. 	4	1	4	Yes	
2.6 Medical rooms							
Medical rooms are not adequately equipped or configured to maintain infection control.	Staff, students	<ul style="list-style-type: none"> • Additional rooms, such as the rear of Big School are designated for students with suspected Covid-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected Covid-19 cases, along with other affected areas, including toilets. 	4	1	4	Yes	<ul style="list-style-type: none"> • Identify additional rooms that can be used to handle suspected Covid-19 cases.
2.7 Communication with parents							
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school.	Staff, students & stakeholders	<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 	3	2	6		

		<p>expectations on a weekly basis using a range of communication tools.</p> <ul style="list-style-type: none"> • Covid-19 sections on the school's website have been created and updated. 					
Parents and carers may not fully understand their responsibilities should a child show symptoms of Covid-19.	Staff, students & stakeholders	<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. 	3	2	6		
2.8 Personal protective equipment (PPE)							
Provision of PPE for staff where required is not in line with government guidelines.	Staff, students	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (i.e. site staff and cleaners) have been instructed on how to put in and remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing gloves is not a substitute for good handwashing. • Avoid face-to-face contact and minimise interaction under 1m with students, except for those with complex needs. • Masks to be worn on the bus to and from the playing fields and inside buildings including classrooms now optional. 	4	1	4	Yes	
2.9 Lack of resources							
Inadequate supplies and resources mean that shared items are not cleaned after each use		<ul style="list-style-type: none"> • Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff • Cater for equipment and resources per child and prevent the sharing of stationery and other equipment where 	3	3	9	Y	

		<p>possible. Any shared classroom materials and surfaces cleaned and disinfected more frequently and between groups (including resources also used by wraparound groups)</p> <ul style="list-style-type: none"> • Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts • Guidance released by CLEAPSS, AfPE and other professional bodies to be adhered to • Roles and responsibilities identified for each area with cleaning resources, e.g. each class is allocated their own cleaning products • The governing board finance committee is aware of any additional financial commitments 					
3. Maximising social distance measures							
3.1 Student behaviour							
Students' behaviour on return to school does not comply with social distancing guidance.	Staff, students	<ul style="list-style-type: none"> • The SLT will produce clear information and guidance for all staff and students. • Clear message to students on the importance and reasons for social distancing is reinforced throughout the school day by staff. • Staff model social distancing consistently. • The movement of students around school is minimised. • Large gatherings are avoided. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, students and parents. 	4	3	12		

		<ul style="list-style-type: none"> • 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. 					
3.2 Classrooms and teaching spaces							
The size and configurations of classrooms and teaching spaces does not support compliance with social distancing measures.	Staff, students	<ul style="list-style-type: none"> • Classrooms have been re-configured so all student desks are forward facing. • Teacher desks have been set 2 metres away from student desks • Spare furniture removed from the rooms so they cannot be used. • Masks/Face coverings to be worn inside buildings including classrooms is optional. 	4	1	4	Yes	
3.3 Movement in corridors							
Social distancing guidance is breached when students circulate in corridors.	Staff, students	<ul style="list-style-type: none"> • Circulation routes have been reviewed and identified. • One-way systems are in place where possible. • Appropriate signage in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of students around schools is minimised as much as possible. • Appropriate duty rotas and levels of supervision are in place. • Masks/Face coverings to be worn inside buildings including classrooms is optional. 	4	1	4	Yes	
3.4 Break times							

Students may not observe social distancing at break time.	Staff, students	<ul style="list-style-type: none"> Students are reminded of social distancing as break time begins. Social distancing signage is on display throughout the school and in key areas. Supervision levels have been enhanced to support social distancing. 	4	2	8	Yes	
3.5 Lunch times							
Students may not observe social distancing at lunch time.	Staff, students	<ul style="list-style-type: none"> Students reminded to wash their hands before and after eating. Hand sanitiser dispensers located at key points throughout school. Thorough cleaning regime in place to clean dining areas after Break and lunch. 	4	2	8	Yes	
3.6 Toilets							
Queues for toilets and handwashing risk non-compliance with social distancing measures.	Staff, students	<ul style="list-style-type: none"> Increased frequency of toilet cleaning and replenishment of soap and hand towels. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Students are reminded to wash hands regularly. Handwashing posters on display. The toilets at the end of the Maths corridor, are now available for general use. 	4	1	4	Yes	
3.7 Medical rooms							
The configuration of medical rooms may compromise social distancing measures.	Staff, students	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designate for students with suspected Covid-19 whilst collection is arranged. 	4	1	4	Yes	<ul style="list-style-type: none"> Identify additional rooms that can be used to handle suspected Covid-19 cases.

		<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected Covid-19 cases, along with other affected areas, including toilets. 					
3.8 Reception area							
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidance.	Staff, students & stakeholders	<ul style="list-style-type: none"> Glass windows are in place to protect receptionists. 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. Social distancing signage on display. Hand sanitiser dispenser installed in reception area. 	4	1	4	Yes	
3.9 Arriving and departure from school							
Students and parents congregate at exits and entrances making social distancing measures difficult to apply.	Staff, students & stakeholders	<ul style="list-style-type: none"> Different finish times have been set to limit the number of students entering and leaving school at the same time. This information will be given to all parents and students. The number of entrances and exits to be used are maximised. Staff and students are briefed and signage provide to identify entrances, exits and circulation routes to use. Social distancing guidelines are reinforced at entrances and exits. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	4	1	4	Yes	Consider staggered arrival and departure.
3.10 Transport							

The use of public transport and school transport by students poses risks in terms of social distancing.	Staff, students & stakeholders	<ul style="list-style-type: none"> Guidance is in place for parents and students on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if students are travelling with other children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures can be observed. Students and staff to wear masks unless exempt on public and school transport. 	5	3	15		
Pick up and drop off times	Pupils, staff, parents	<p>As per Government guidance:</p> <ul style="list-style-type: none"> tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful 	3	3	9		
Children arriving late as a result of journey to school	Pupils, staff, parents	<p>As per Government guidance:</p> <ul style="list-style-type: none"> Children, young people and parents are encouraged to walk or cycle 	3	3	9	Y	

		<ul style="list-style-type: none"> • where possible ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). • ensure that transport arrangements cater for any changes to start and finish times <p>In addition:</p> <ul style="list-style-type: none"> • Encourage walking, cycling or scooting to their education setting where possible. • Drivers should be advised to anticipate more pedestrians and cyclists than usual, restrict speeds and avoid parking on (or partially on) pavements. • If travelling by public transport: check website or live bus app for revised timetables before travel; try to keep 2 metres away from people not in their household while waiting in the queue; carry and use hand sanitiser; wear a face covering, sit in the window seat, leaving the seats in front and behind empty. For further information and guidance visit: https://nxbus.co.uk/west-midlands/news/stay-safe-when-travelling-with-us • Use Modeshift STARS to review and update school travel plan considering both staff and pupil travel. Communicate revised travel plans clearly to contractors, BCC and parents. • Consider using social media messaging to inform the local community that parents/pupils may be travelling at specific times in order to avoid pavement congestion. • For further information and guidance 					
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		<p>regarding any of the above points see:</p> <ul style="list-style-type: none"> www.birmingham.gov.uk/modeshiftstars or contact: connected@birmingham.gov.uk. For information regarding home to school travel contact: Mark.Hudson@birmingham.gov.uk 					
Travel anxiety for new starters to secondary school	Pupils	<ul style="list-style-type: none"> West Midlands Police have put together some resources to help students feel confident to travel and also how to behave responsibly and safely while travelling to and from school. The resources can be covered in class or as an independent activity for students to complete at home. For reassurance/advice on using public transport and what it looks like to travel please find links below to three short YouTube films covering bus, tram and train journeys: Travelling Safely on bus (social distancing) Travelling Safely on Metro (social distancing) Getting through train stations (social distancing) 	3	2	6	Y	
3.11 Staff areas							
The configuration of staff rooms and offices makes social distancing measures problematic.	Staff	<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 where possible. Social distancing posters on display. Masks/Face coverings to be worn is optional. 	4	1	4	Yes	
4. Continuing enhanced protection for children and staff with underlying health conditions							

4.1 Students with underlying health issues							
Students with underlying health issues or those who are shielding are not identified and so measures have not been put into place to protect them.	Students	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of students' 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 the associated mitigating strategies in relation to people who are classed as clinically vulnerable or clinically extremely vulnerable. The school has a regularly updated register of students with underlying health conditions. 	5	2	10	Yes	
4.2 Staff with underlying health issues							
Staff with underlying health issues are not identified and so measures have not been put into place to protect them.	Staff	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups have been instructed to make their condition or circumstances known to the school. Records of this are kept and updated regularly. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable or clinically extremely vulnerable. Current government guidance is being applied. 	5	2	10	Yes	

Measures have not been put in place to protect staff and students with underlying health issues, BAME staff.	Staff & Students	<ul style="list-style-type: none"> • All members of staff and parents of students with underlying health issues, those within vulnerable groups have been instructed to make their condition or circumstances known to the school. • Records are kept and regularly updated e.g. check children and staff who have identified as having asthma have up to date care plans. • Members of staff and parents of pupils with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff and parents of students are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Shielding measures have been paused, therefore those who are clinically extremely vulnerable can return to school in September 2021. • Current government guidance is being applied. • Consider advice from Public Health England regarding BAME staff in section above. • Seek advice from Occupational Health Service. 	5	2	10	Y	
5. Enhancing mental health support for students and staff							
5.1 Mental health concerns - students							
Students' mental health has been adversely affected during the period that the school has been	Students	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support students with mental health issues. 	4	2	8		

closed and by the Covid-19 crisis in general.		<ul style="list-style-type: none"> • There is access to designated staff for all students who wish to talk to someone about wellbeing / mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/form time. • Resources/websites to support the mental health of students are available. • Access to the Wellbeing Crew is available for students and staff. 					
5.2 Mental health concerns - staff							
The mental health of staff has been adversely affected during the period that the school has been closed and by the Covid-19 crisis in general.	Staff	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff they manage, including their workload. • Staff briefings and training have included content on wellbeing. • CJC is the designated member of SLT, to whom staff can refer issues of a more confidential nature. • Staff have been signposted to useful websites and resources. • A staff wellbeing survey has been published to inform SLT and Governors on issues and potential support as required. 	4	2	8		
Working from home can adversely affect mental health.	Staff	<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercises. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any students who need to stay at home. 	4	2	8		

5.3 Bereavement support							
Students and staff are grieving because of loss of family and friends.	Staff, students	<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 where necessary. The bereavement policy has been updated. 	4	2	8		
5.4 Considered the impact on staff and pupils with protected characteristics including race and disability							
Staff, particularly those from BAME heritage, are reluctant to attend school due to the media coverage on deaths related to coronavirus.	staff	<ul style="list-style-type: none"> No. of BAME staff. No. of BAME staff risk assessed. No. of BAME staff able to return but requiring additional support. 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. 	5	2	10	Y	
Parents, particularly those from BAME heritage, are reluctant to send their children to school due to the media coverage on deaths linked to coronavirus	Students	<ul style="list-style-type: none"> No of BAME students No of BAME students risk assessed. No of BAME students able to return but requiring additional support There are sufficient numbers of trained staff available to support pupils and parents with these anxieties. There is access to designated staff for all pupils and parents who wish to talk to someone about their wellbeing and anxieties 	5	2	10	Y	

		about attending school <ul style="list-style-type: none"> School arrangements demonstrating social distancing measures are shared with parents and students Resources/websites to support parent and pupil anxiety are provided. 					
6. Maintaining education provision for children of key workers and vulnerable children							
6.1 Maintaining provision							
Educational provision must be maintained for priority children when the school reopens, and in lockdown situations.	Staff, students	<ul style="list-style-type: none"> Current government guidance is being followed. Arrangements are in place to ensure that this cohort is tracked and supported effectively. 	5	2	10		
7. Operational issues							
7.1 Review of fire procedures							
Fire procedures are not appropriate to cover new arrangements.	Staff, students & stakeholders	<ul style="list-style-type: none"> Fire procedures to be reviewed and revised where required, due to: Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster points to enable social distancing where possible. Staff and Students have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. Some fire doors have been propped open in corridors to aid and increase ventilation. Fire Marshals have been informed to close them immediately should the Fire alarm sound. 	4	1	4	Yes	

Fire evacuation drills – unable to apply social distancing effectively.	Staff, students	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in-line with social distancing measures. HOYs will organise year group fire practices in the first half -term of the academic year. 	4	1	4	Yes	
Fire marshals absent due to self-isolation.	Staff, students	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any staff absences and staff have been briefed accordingly including on fire doors and ventilation. 	4	2	8	Yes	
7.2 Managing premises on reopening after lengthy closure							
All systems may not be operational	Staff, students	<ul style="list-style-type: none"> Government guidance has been applied where appropriate. All systems have been maintained and tested as usual to ensure statutory compliance. 	5	1	5	Yes	
Statutory compliance has not been completed due to availability of contractors during lockdown.	Staff, students	<ul style="list-style-type: none"> All statutory compliance is up to date. Water systems have been flushed on a weekly basis to prevent stagnation of water. 	5	1	5	Yes	
7.3 Contractors working on the school site							
Contractors on site whilst school is in operation may pose a risk to social distancing and infection control.	Staff, students & stakeholders	<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, students and contractors safe. Assurances have been sought from the contractors that all staff attending the site are in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. 	4	1	4	Yes	<ul style="list-style-type: none"> Review of site contractor rules to include Covid-19 requirements.

		<ul style="list-style-type: none"> • Social distancing is being maintained throughout any such works and where this is not possible, arrangements are being reviewed. • In addition to arrangements for Covid-19, normal contractor procedures are being applied and have been updated in light of Covid-19 (including RAMS and contractor induction). 					
8. Protective Measures and Hygiene. This section should be considered in conjunction with https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings							
8.1 Contact with persons suffering from Coronavirus							
Contact with someone suffering from coronavirus	Staff Students Contractors Visitors	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. (Protocols in place) 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, 	5	3	15	Y	<ul style="list-style-type: none"> • Persons to be isolated in Big School.

		<p>such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</p> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <ul style="list-style-type: none"> • If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. • Any advice given by the team will be followed. 					
Contact with coronavirus when getting to and from school (see section 7)	Staff Students Contractors Visitors	<p>When using dedicated or public transport students should wear a mask, use hand sanitiser upon boarding and/or disembarking maintain social distancing while queuing.</p> <p>The extent of the service being offered by the Green Bus to be confirmed and</p>	5	3	15	Y	

		<p>a copy of their risk assessment to be forwarded</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Staff supervision for students arrival & departure for queuing & boarding Parents/carers who need to drop off and pick up students will be told through messages and signage:</p> <ul style="list-style-type: none"> • Different bubbles maybe being given different times • Protocols in place for minimising adult to adult contact • That only one parent/carer should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>If appropriate face coverings should be worn in communal areas</p> <p>All students arriving to school will wash their hands-on arrival before going to their classroom. Students will be made aware that they mustn't touch the front of the covering during use or removal.</p>					
8.2 Spread of Coronavirus within the school site							
Spreading infection due to touch, sneezes and coughs	Staff Students Contractors Visitors	<p>Handwashing facilities will be provided.</p> <p>Hand sanitising stations to be located outside every classroom</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after 	5	3	15	Y	

		<p>eating, and after sneezing or coughing</p> <ul style="list-style-type: none"> ● Be encouraged not to touch their mouth, eyes and nose ● Use a tissue or elbow to cough or sneeze, and use bins for tissue waste (tissues to be available in every classroom) <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p> <p>Students will be kept in separate groups throughout the school day Face coverings must be worn by students and staff in corridors</p> <p>If appropriate face coverings should be worn in communal areas including classrooms as per the guidance.</p> <p>Ventilation has been increased by opening windows, classroom doors and some fire doors. CO2 Monitors are in use. A bid has been made to the DfE for air purifying machines.</p>					
<p>Spreading infection through contact with coronavirus on surfaces</p> <p>(See section 3)</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Visitors</p>	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> ● Banisters ● Classroom desks and tables ● Bathroom facilities (including taps and flush buttons) ● Door and window handles ● Furniture ● Light switches 	5	2	10	Y	

		<ul style="list-style-type: none"> • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners • Outdoor play equipment <p>Items that need laundering (towels, aprons) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between students between washes.</p> <p>Students and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups 				
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		<p>The same rules will be followed for books and other shared resources that students or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development. Individual and very frequently used equipment, like pens and pencils, will not be shared as appropriate.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. (protocol in place)</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p>					
Spreading infection due to excessive contact and mixing between students and staff in lessons	Staff Students Contractors Visitors	<p>Students Years 7 to 11 will be kept to their year groups. Students in Key Stage 5 will be contained as a bubble.</p> <p>Students will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Face covering should be worn by students during assembly is optional. Whole school assemblies will be pre-recorded so that they can be screened in form rooms during form time.</p>	5	2	10	Y	Risk assessments for practical subjects to be updated as government and industry guidance is released

		<p>Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not.</p> <p>Distance between students will be maximised as much as possible.</p> <p>Teachers to risk assess any activities planned during lesson time</p> <p>CLEAPSS have released guidance for Science & technology. GL344, GL336, GL345, GL343, G339, GL338 GL340 – refer to http://science.cleapss.org.uk/</p> <p>The association for Physical Education has released guidance for PE – https://www.afpe.org.uk/coronavirus-guidance-support/</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This may not always be possible, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Face shields will be available for staff Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the</p>				
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		school premises will be kept to a minimum. (guidance has been issued to these staff) Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.					
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school	Staff Students Contractors Visitors	<p>As far as possible Students will be kept in the same groups at all times each day and be kept separate from other groups. For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe. Movement around the school site will be kept to a minimum.</p> <p>Students will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible. All shared rooms, such as the sport hall and canteen/hall will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. Catering team offer a grab & go service. Pre ordering of lunch is available</p> <p>Toilet use will be managed to avoid crowding. Staff use of staff rooms and offices will be staggered to limit occupancy. Visitors to the site, such as contractors, will have guidance on physical</p>	5	2	10	Y	<ul style="list-style-type: none"> One-way circulation to be considered

		distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.					
Spreading infection due to the school environment	Staff Students Contractors Visitors	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September. Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	5	2	15	Y	
Spreading infection due to excessive contact and mixing in meetings	Staff Students Contractors Visitors	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. \as appropriate this includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p> <p>Virtual open days</p>	5	2	15	Y	
Spread of disease from sharing equipment	Staff, students & any other persons on site	<p>Equipment in communal areas should be cleaned between uses e.g. phone in staff room.</p> <p>Wipes available to staff for the cleaning down of equipment</p>	4	2	12	Y	

		<p>Where possible IT equipment not to be shared, if it is shared equipment to be wiped down between uses & staff to wash hands</p> <p>Whiteboards/visualiser etc are cleaned between different staff usage, students are not to touch the equipment. Where possible staff must use their own laptop.</p> <p>Site equipment has limited sharing and staff clean any handles of equipment which is shared. if a vehicle is used anything touched by the user must be wiped over.</p> <p>Preferably a period of time allowed between use by another person.</p> <p>All deliveries to site must go to a dedicated room for unpacking. Items removed and disinfected before final delivery.</p>					
Spread of disease from administering First Aid	Staff, students & any other persons on site	<p>Sufficient PPE has been procured. Staff are reminded that wearing of gloves is not a substitute for good handwashing.</p> <p>PPE requirements have been risk assessed against scenarios produced by Public Health Birmingham</p>	4	2	8	Y	Those staff required to wear PPE (e.g. first aid, receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely.
Spread of disease to staff with public facing role	Staff, students & any other persons on site	Floor signs to aid social distancing as appropriate.	4	2	8	Y	
Contracting disease through cleaning the school	Staff, students & any other persons	Disposable gloves, aprons and mop heads for cleaning staff. Face masks and shields made available for cleaning staff. Appropriate chemicals (detergent & Bleach) & cloths to be provided to aid cleaning	4	2	8	Y	keep cleaner training up to date.

	on site	Additional training for cleaning staff to ensure that they clean safety For cleaning and hygiene follow the COVID-19: cleaning of non-healthcare settings guidance Protocols in place for COVID 19 Clean following a suspected case Staff to keep their workspace tidy. Waste bins lined with a plastic bag so that they can be emptied without contacting the contents.					
Inadequate supplies and resources mean that shared items are not cleaned after each use	Staff, students & any other persons on site	Limit the amount of shared resources that are taken home and limit exchange of take-home resources between students and staff Prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces cleaned and disinfected more frequently	4	2	8	Y	
Staff working in areas where a 2 metres distance cannot be maintained	Staff, students & any other persons on site	Asses the role to identify alternative means to carry out duties that would eliminate the need to work closely with other members of staff	4	3	12		
Persons on site using areas where a 2metre distance cannot be maintained such as stores & toilets	Staff, students & any other persons on site	Areas to be used in the singular. Toilet ventilation systems is good working order. If possible, the flushing of the toilets should occur with the lids down Advise all to keep time in such areas to a minimum, avoid talking, keep back to back or side by side.	4	2	8	Y	
Persons on site contracting the disease from common hand contact points such as door handles, handrails and light switches.	Staff, students & any other persons on site	Frequent cleaning of common touch points using detergents Disposable wipes available to staff for the regular wiping down of commonly touched items	4	2	8	Y	

Photocopier touch screen controls. (See section 3)		Cleaners on site throughout the school day					
9. Finance							
9.1 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.	School, Trust	<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. 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 the Trust. 	2	2	4	Yes	Records of Covid-19 expenditure to be completed.
10. Lockdown January 2021 onwards							
10.1 Impact of Third National Lockdown							
On site education of Key worker and Vulnerable students	Staff, Students	<ul style="list-style-type: none"> Staff to work at home where possible Rota and skeleton staff schedule established for on-site working Learning Hub to be base for KCW and V students All Covid protocols as established to be followed Regular Pastoral and Curriculum checks to be made on students and staff Free school meal voucher system to be continued 	2	2	4	Y	
Remote Learning Protocols	Staff, Students	<ul style="list-style-type: none"> Staff trained in Remote Learning techniques All Safeguarding protocols adhered to 	2	2	4	Y	

		<ul style="list-style-type: none"> • Guide issued to students and parents complete with expectations • Participation and attendance is monitored • Regular Pastoral and Curriculum checks to be made on students and staff • Laptops and other technology supplied where possible to those in need • Remote TT in place via MS Teams • MS Teams channels established for each Year group for communication 					
Covid Testing in School	Staff, Students	See attached specific Risk Assessment	2	2	4	Y	
11 Governance							
11.1 Oversight of the governance body							
Lack of governor oversight during the Covid-19 crisis leads to the school failing to meet its statutory requirements.	School, Trust	<ul style="list-style-type: none"> • The governing body continues to meet over 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 Head's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to Covid-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure they accurately record governors' oversight and holding leader to account for areas of statutory responsibility. 	5	1	5		

Risk/Priority Indicator Key

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary

Suggested Timeframe

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

Links to related published guidance notes to be referred to alongside the Model Risk Assessment

Links to DfE Guidance

As new guidance is produced weekly, please refer to **www.gov.uk** for updates

Note from DfE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance#updating-risk-assessments>

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

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

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

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

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

	<p>https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers</p> <p>https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications (added in v2)</p> <p>Keeping children safe in education 2020 – comes into force 1st Sept and references keeping children safe online whilst at home: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 (added in v2)</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 (added in v2)</p>
Governance and other resources	<p>As ever, if subscribing schools have questions / queries about governance, they can contact School and Governor Support (S&GS) at governors@birmingham.gov.uk</p> <p>Nursery Schools and Nursery Classes should contact the Early Years Service for EYFS queries via email: EYDuty@birmingham.gov.uk</p> <p>Education Safeguarding questions please contact the Education Safeguarding Team via email: EducationSafeguarding@birmingham.gov.uk (added in v2)</p> <p>ACAS guidance on mental health: https://www.acas.org.uk/acas-launches-new-guidance-on-mental-health-during-coronavirus</p> <p>HSE guidance on working during coronavirus and related links: https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm</p> <p>NAHT guidance on health and safety duties and schools: https://www.naht.org.uk/advice-and-support/management/health-and-safety-duties-and-schools/</p>