



Hartlepool Aspire Trust

**Operational Risk
Assessment for full
opening of school and
college**

**Checks and balances responding
to COVID-19**

Introduction

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The virus is primarily spread between people during close contact via small droplets produced by coughing, sneezing and talking (direct transmission). People can also become infected by touching infected surfaces and then touching their face (indirect transmission). Another route of transmission is via aerosols (extremely small droplets, but this is only relevant to medical procedures). Symptoms include: A new and continuous cough; a high temperature; or a loss of, or change in normal sense of smell or taste (anosmia).

Government announced on the 2nd July that all year groups in all settings will return full time from the beginning of the autumn term. In the [guidance](#) for full opening they stipulate:

- The prevalence of COVID-19 has decreased and the NHS Test and Trace system is up and running and the Government are clear about the measures needed to be in place to create safer environments
- The risk to CYP of becoming severely ill is very low. Education settings are a vital point of contact for public health and safeguarding services that are critical to the wellbeing of CYP and families
- In relation to educational settings the Office of National Statistics analysis suggests that staff in schools tend not to be at any greater risk from the disease than many other occupations and there is no evidence that children transmit the disease any more than adults. The PHE endorsed 'system of controls' when implemented in line with revised settings based risk assessments create an inherently safer environment for students and staff where the risk of transmission is substantially reduced
- Given the improved position the balance of risk is now overwhelmingly in favour of CYP returning to school/college**

Our actions and control measures have been informed by a series of Government guidance publications, which are listed on page 4 of this document. We have been informed by control measures endorsed by PHE that 'must' be followed and can be found in section 1 of this [guidance](#). In addition, we have used a union produced document "checklist for September" to support us in the writing of this risk assessment. By following the guidance we will be able to effectively reduce risk and create an inherently safer environment.

Protective measures have been shared with all staff. All staff will sign to say that they have read and understood the measures and also that they agree to alert SLT of any shortcomings in arrangements or where systems aren't functioning as they should be.

Parents and carers have received an outline of these measures and this document will also be accessible to parents/carers via our websites.

Please note that the guidance for 'full opening: special schools and other specialist settings' does apply to special schools and also specialist post 16 institutions (SPIs) which relates to our Post 19 provision. Alongside this guidance we have also used '[What FE colleges and providers will need to do from the start of autumn 2020](#)' and '[Guidance for further education and skills providers](#)'.

Outline of arrangements

There are various essential measures that must be adopted that are highlighted in this risk assessment. One of those measures is the formal consideration on how to reduce the number of contacts and maximise distancing so far as is reasonably practicable. In the guidance, it does acknowledge that this may not always be possible with complex needs students or those that need close contact care.

In order to facilitate this from September we will be operating in class bubbles where students will not mix with other groups. Staff and students will maintain their distance where this is possible, however in some classes social distancing is not possible. In the guidance, it does acknowledge that this may not always be possible with complex needs students or those that need close contact care. Educational and care support for these students will continue as normal with other increased hygiene protocols in place to minimise risk of transmission. A number of entrances and exits will be used where possible to reduce pinch points and all students will have their lunches in the classroom. Government acknowledge that wider groups may need to be used at times e.g. when using dedicated transport. Students will travel with students from other classes on school transport, however they will travel with students from the same zone in the case of the academy (area of the school) and these groups will remain consistent. These arrangements will be reviewed regularly in line with new guidance and Risk Assessments will be amended to reflect any new changes.

The following will be carefully considered regularly and will inform any changes in our plans:

- Track the numbers of COVID-19 cases in Hartlepool and other areas that may be applicable
- To be assured that we have an appropriate number of qualified and experienced staff members to support our learners. We will actively engage in the test and trace system
- To ensure that we have a clear strategy and implementation plan to social distancing and minimising contact. Our premises must be fit for purpose and we must also be able to provide necessary services
- To audit all PPE and cleaning products and be assured of its present and future availability. All staff, students will have training and support on applicable health and hygiene techniques (i.e. hand washing, covering mouth when coughing etc.)

COVID-19: Operational risk assessment for school/college full opening

Please note: this risk assessment was undertaken in conjunction with guidance on the full opening of schools by the government on the 2nd July as follows:

[Full opening of special schools and other specialist settings from the start of the autumn term](#)

[Guidance for full opening: schools](#)

[Actions for early years and childcare providers during the COVID-19 outbreak](#)

[What further education colleges and providers will need to do from the start of the 2020 autumn term](#)

[Guidance for further education and skills providers](#)

[What parents and carers need to know about early years providers, schools and colleges in the autumn term](#)

When risk assessing for COVID-19 we have:

- identified what work activity or situations might cause transmission of the virus;
- thought about who could be at risk;
- decided how likely it is that someone could be exposed;
- acted to remove the activity or situation, or if this isn't possible, reduce the risk.

Assessment conducted by:	Mrs L. Greig	Job title:	Interim CEO	Covered by this assessment:	Staff, Students, contractors, visitors, volunteers
Date of assessment:	28.08.20	Review interval:	Daily/Weekly as required	Period of this RA:	Autumn Term 2020

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KEY:

CEO	Chief Executive Officer
DCEO	Deputy CEO
DCS	Director of Corporate Services
AHT	Assistant Head Teacher
DSL	Designated Safeguarding Lead
HSM	H&S Manager
SLT	Senior Leadership Team
HCA	Health Care Assistant
FLO	Family Liaison Officer
LA	Local Authority

Risk matrix

PROBABILITY	Highly probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate
		Very low	Low	Medium	High	Very High
IMPACT						

* In the tables on the following pages, you will see two columns for risk rating: the first column is the risk rating before any control measures or action is taken to reduce the risk; the second column is for the residual risk rating – that is the risk rating after the control measures and actions have been implemented.

Probability x Impact = Residual Risk Rating

SLT, chair of Finance and Audit committee, staff, parents and H&S Support from AVEC have all supported the writing of this Risk Assessment.

RISK ASSESSMENT

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
1. Reduce risk and help PREVENT the spread of infection						

<p>1.1 Students and staff from other parts of the school/college will mix resulting in increased contact (in school/college and within the grounds) which may lead to the transmission of COVID-19 resulting in ill health or death</p>	<p>20 (4x5)</p>	<p>Contact between individuals will be minimised and social distancing will be maintained wherever possible using the following arrangements:</p> <p>1.1a Class bubbles will be maintained and students will remain in their class for the large majority of the time</p> <p>1.1b Where there is a need for a staff member to mix with another class bubble e.g. covering PPA then the staff will be reminded to maintain distance as much as they can. Where it is difficult to maintain the 2m distance they will be advised to minimise face to face contact and time spent within 1 metre of anyone. Where close contact happens staff members will keep a record of their interactions for test and trace purposes</p> <p>1.1c Students lunches will be delivered to the class room (pre-ordering system)</p> <p>1.1d Breaks and lunches will be staggered</p> <p>1.1e The maximum amount of entrances and exits will be used to reduce pinch points and contact. Staff will greet students off transport and escort to classes</p> <p>1.1f For any buildings where entrances and exits are limited disembarking and embarking of transport will be staggered</p> <p>1.1g Parents bringing their own child in will drop off at the visitor bays and there will be traffic wardens to direct students where to go. Parents will be advised to maintain social distancing when on the school/college grounds</p> <p>1.1h To familiarise staff and students with drop off and pick up arrangements the first two days back the school will be split into half (all students will return for Catcote Futures as Thursday and Friday are the 'quieter' days)</p> <p>1.1i Staff will be informed to keep positioning arrangements when talking to others on the school/college grounds – for example keeping distance and standing to the side</p> <p>1.1j Parents will be advised to maintain social distancing when on the school grounds</p> <p>1.1k Clear signage in and outside school and college to remind people on the need to maintain social distancing</p> <p>1.1l Breakfast club will take part in classrooms with TAs collecting food on the morning. Water, cups and jugs will be allocated to each class</p> <p>1.1m Access to larger outside spaces will be timetabled with staggered times</p> <p>1.1n Staff and students will maintain a safe distance where possible (2 metres or 1 metres with mitigations)</p>	<p>SLT</p> <p>All staff</p>	<p>A) Y B) Y C) Y D) Y E) Y F) Y G) Y H) Y I) Y J) Y K) Y L) Y M) Y N) Y O) Y P) Y Q) Y R) Y S) Y T) Y U) Y</p>	<p><i>When a student is 'late' the student will wait at the door with parent/carer until a member of staff can collect them. Receptionist will contact the teacher.</i></p> <p><i>Windows and doors should be open where possible in all classrooms to aid ventilation and air conditioning will only be used where it is deemed safe to do so</i></p> <p><i>All classrooms set up prior to welcoming the students back on the PD Days 1st and 2nd September</i></p> <p><i>The exit at the end of the day will be coordinated to ensure mass congregation of students is minimised. Each zone will be released at staged intervals agreed by staff and coordinated by SLT. Multiple exits used and advanced supervision from adults to ensure bubbles do not mix where possible</i></p>	<p>8 (2x4)</p>
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Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
		<p>1.1o Class environments will be configured to aid distancing including forward facing desks and learning activities arranged to maximise the distance between individuals where possible</p> <p>1.1p If other shared rooms are accessed e.g. food technology room, inaspace, life skills room this will be timetabled in am and pm sessions allowing cleaning to take place over lunch</p> <p>1.1q Movement around school will be kept to a minimum. Resources will be allocated to each class resulting in no student having to go and collect resources from reception. Where appropriate each student will have their own labelled stationary</p> <p>1.1r Appropriate duty rota and levels of supervision are in place to ensure staff and students adhering to the measures in this RA</p> <p>1.1s Maintenance will be carried out before or after the students enter the building where possible. If IT equipment needs to be delivered or there are IT issues need resolving IT staff will maintain a safe distance or carry out tasks during break/lunch when the classes are unoccupied. IT will use remote desktop to access computers to resolve issues remotely where possible</p> <p>1.1t If the HCA assistant needs to enter a bubble to carry out first aid or administer medication she will keep a record of it. No additional PPE is required to administer treatment/medication to non-symptomatic children however HCA will use PPE. Staff who are trained to administer medication will do so for their classes</p> <p>1.1t There will be only one person allowed in a toilet at any one time. Staff/students will knock before entering and clear signage will be in place</p> <p>1.1u Wherever possible the Trust will advocate online meetings using video conferencing tools. Where it is deemed necessary to meet face to face this will be for a minimal amount of time and in a setting, that is large enough to social distance and ventilate</p>			<p><i>If resources need to be shared between students they will be cleaned thoroughly. If resources do have to be cleaned between bubbles where possible they will be left 48 hours in between (72 hours for plastic)</i></p> <p><i>Outdoor equipment will be cleaned more frequently</i></p> <p><i>Parents will be told to restrict possessions being brought in from home</i></p>	

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
1.2 Staff rooms and offices do not allow for observation of social distancing guidelines which may lead to the transmission of COVID-19 resulting in ill health or death	12 (3x4)	<p>1.2a Staff should maintain maximum distance and avoid the use of communal areas where possible. Staff will be allowed to go outside for breaks</p> <p>1.2b Staff rooms, coffee shop and bistro areas can be accessed by staff however a maximum capacity will be ascertained. Furniture rearranged where possible to avoid individuals sitting directly opposite each other. Individuals to clean any resources used before leaving e.g. tables and chairs. Cups and cutlery not to be shared. Screen will be in situ in coffee shop on academy site</p> <p>1.2c Offices have been reviewed and appropriate configurations of furniture, workstations and attendance have been put in place to allow for social distancing</p> <p>1.2d Staff in offices have been briefed on the use of these rooms</p> <p>1.2e Signage in place to restrict entrance to offices as these are also classed as a 'bubble'.</p>	HSM, DCS C. Scott	A) Y B) Y C) Y D) Y E) Y	<p><i>Soft seating not to be used in staff room where possible.</i></p> <p><i>Avoid the use of staff fridge's, where they must be used staff must clean the area thoroughly before and after use. Cleaning materials must be readily available</i></p> <p><i>Handling of cash – wash hands after handling</i></p> <p><i>Office equipment and stationary not to be shared.</i></p> <p><i>Frequent handwashing after touching surfaces eg photocopiers</i></p>	4 (1x4)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
1.3 Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines which may lead to the transmission of COVID-19 resulting in ill health or death	12 (3x4)	<p>1.3a Social distancing points are clearly set out, using floor markings, continuing outside where necessary</p> <p>1.3b Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk)</p> <p>1.3c Perspex shield fitted on reception desks at Sixth Form and the Academy. At Futures reception will stand 2 metres away from desk</p> <p>1.3d No visitors allowed on site without prior approval from SLT and all visitors recorded</p> <p>1.3e Deliveries left outside of reception doors or on table at the front of reception. Clear signage for visitors not to come into the building and wait till a member of staff comes to the door</p>	DCS/HSM	<p>A) Y</p> <p>B) Y</p> <p>C) Y</p> <p>D) Y</p> <p>E) Y</p>	<i>Staff opening post and parcels to wash hands after</i>	4 (1x4)
1.4 Enhanced cleaning is not in place and cleaning capacity is reduced so that ongoing cleaning of surfaces are not undertaken to the standards required which may lead to the transmission of COVID-19 resulting in ill health or death	12 (3x4)	<p>1.4a An enhanced cleaning plan is agreed and implemented which minimises the spread of indirect transmission which includes staff cleaning during the course of the day (classes, shared areas, offices, trust vehicles). Cleaning kits issued. Surfaces, handles, light switches, bin lids, resources, toilets will need to be cleaned down frequently. Government guidance on cleaning will be followed: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>1.4b Working hours for cleaning staff are increased where required e.g. midday cleaning</p> <p>1.4c If reduced numbers of cleaners we will look to use other staff or external services</p>	HSM, DCS, AHT	<p>A) Y</p> <p>B) Y</p> <p>C) Y</p>	<p><i>Receptionists will clean 'signing in' screens</i></p> <p><i>Extra cleaner during the day to clean toilets, hand rails etc</i></p>	8 (2x4)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
1.5 There are not enough cleaning products to carry out the required cleaning to minimise the spread of infection which may lead to the transmission of COVID-19 resulting in ill health or death	16 (4x4)	1.5a HSM continually auditing stock and has increased number of suppliers including local businesses 1.5b Procedures in place for minimum stock and reorder levels	HSM	A) Y B) Y		4 (1x4)
1.6 Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency which may lead to the transmission of COVID-19 resulting in ill health or death	16 (4x4)	1.6a An audit of handwashing facilities and sanitiser dispensers is undertaken and additional supplies are purchased to cover increased demand 1.6b Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day	HSM HSM	A) Y B) Y	<i>Ensure cleaning products available in staff toilets in order that staff can wipe down handles and taps after use. Hand sanitisers in key locations where handwashing is not viable e.g. reception Wipes for phones in office and cleaning kits Hot air dryers will be disconnected</i>	4 (1x4)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
1.7 Students forget to wash their hands regularly and frequently which may lead to the transmission of COVID-19 resulting in ill health or death	15 (5x4)	<p>1.7a Staff training includes the need to remind students of the need to wash their hands regularly and frequently and for some the introduction of soapy water play to their daily activities. Staff to create a culture around this</p> <p>1.7b Posters reinforce the need to wash hands regularly and frequently and teachers plan to teach this in their recovery curriculum</p> <p>1.7c School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis</p> <p>1.7d All students to wash hands on entry and exit to the school/college, before and after using the toilet, before and after break/lunch, after coughing and sneezing and after activities such as PE</p>	SLT and staff	A) Y B) Y C) Y D) Y	<i>Handwashing with soap and water should be used in preference to hand sanitisers. Any students using hand santiser will be used under close supervision. Hand sanitiser will be located in secure areas</i>	4 (1x4)
1.8 Resources are not in place for respiratory hygiene and the risk of infection is increased which may lead to the transmission of COVID-19 resulting in ill health or death	12 (3x4)	<p>1.8a In each class there are lidded bins for tissues and aprons/gloves/masks that have been used for cleaning and intimate care.</p> <p>1.8b. There are boxes of tissues in place and a stock audit is carried out daily</p>	HSM	A) Y B) Y		8 (2x4)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
1.9 Students forget to follow respiratory hygiene rules placing staff and students at higher risk which may lead to the transmission of COVID-19 resulting in ill health or death	12 (3x4)	1.9a Staff follow and regularly reiterate respiratory hygiene message to students: <ul style="list-style-type: none"> • Cover your cough or sneeze with a tissue • If you don't have a tissue available then cough and sneeze into the crease of your elbow • Throw the tissue away in lidded bins only and then wash hands • Avoid touching eyes, nose and mouth with unwashed hands • Catch it, bin it, kill it approach will be reinforced across the school/college 	All staff	A) Y	<p><i>Gloves and spray will be in each class in case a student coughs or sneezes on a piece of equipment/furniture</i></p> <p><i>Teaching staff will when possible work from the side of a student, rather than being face to face during conversations.</i></p>	8 (2x4)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
1.10 Provision of PPE for staff where required is not in line with government guidelines and Trust procedures which may lead to the transmission of COVID-19 resulting in ill health or death	15 (3x5)	<p>1.10a Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. At present the guidance is 'the majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in very small cases including where a child becomes ill or where it is already used for routine intimate care. Guidance also says that when working with CYP who cough, spit or vomit but do not have COVID-19 symptoms only PPE that would routinely be worn should be worn.</p> <p>1.10b Any staff required to wear PPE (e.g. as stipulated on individual care plans/advice taken from specialist health professionals and parents, for AGPs or administering medication) 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. Any staff required to wear Fpp3 masks have been fitted by a qualified person. Posters in key areas</p> <p>1.10c Staff are reminded that wearing of gloves is not a substitute for good handwashing.</p> <p>1.10d The Trust will follow Government guidance and PHE advice when performing any aerosol generating procedures eg suctioning. Advice from DCO and health professionals will inform the writing of individual care plans and the individual measures that are needed.</p> <p>1.10e If the Trust or the town requires national intervention staff will wear face coverings in corridors and communal areas</p>	SLT	A) Y B) Y C) Y D) Y	<i>Where staff feel more comfortable wearing PPE, an assessment of the risk and the needs will take place, supported as per HSE guidance.</i>	10 (2x5)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
<p>1.11 Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them which may lead to the transmission of COVID-19 resulting in ill health or death</p>	<p>15 (3x5)</p>	<p>Shielding advice paused for most people on the 1st August subject to continued decrease in the rates of community transmission.</p> <p>1.11a All student's health needs have been listed on individual RA and health vulnerabilities RAG rated in order to make informed RA decisions. These are updated regularly</p> <p>1.11b The school/college will work in close partnerships with health professionals and parents to gain advice about who is able to return to school/college in September and what additional measures need to be put in place. These will be added to individual risk assessment/care plans. See advice from Royal College of Paediatrics and Child Health</p> <p>1.11c RAG rated spreadsheet has been shared with CCG and other services that are involved with individuals in order they can assess what level of protective measures need to be in place</p>	<p>AHT, SENCo, HCA</p> <p>SLT and teachers</p> <p>AHT and CEO</p>	<p>A) Y B) Y C) Y</p>	<p><i>For those students who remain under the care of specialist health professional clear communication has been given to families to seek advice before their child returns and to contact school in order that additional care plans and measures can be put in place where practically possible. In some instances, virtual MDT meetings may be needed to agree on the additional measures</i></p>	<p>10 (2x10)</p>

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
<p>1.12 Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them which may lead to the transmission of COVID-19 resulting in ill health or death</p>	<p>15 (3x5)</p>	<p>Shielding advice paused for most people on the 1st August subject to continued decrease in the rates of community transmission and the extremely clinically vulnerable will follow the same guidance as the clinically vulnerable.</p> <p>1.12a All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the Trust. Evidence to be requested. Records are kept of this and regularly updated</p> <p>1.12b Members of staff within critically vulnerable group have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice</p> <p>1.12c Leaders will be flexible in how these staff are deployed (extremely clinical and clinical) and enable them to work remotely where possible or in roles where it is possible to maintain social distancing as much as possible. The trust will carry out individual RA to establish whether a safe return can be managed (see section 9 'staying alert and safe').</p>	<p>DCS</p>	<p>A) Y B) Y C) Y</p>	<p><i>Staff who are concerned who have particular characteristics of being at comparatively increased risk from COVID-19 are encouraged to discuss their concerns and school will explain measures the school/college a putting in place to reduce risk. School/college will try as far as practically possible to accommodate additional measures where appropriate.</i></p> <p><i>Staff in clinically vulnerable and extremely vulnerable will be reminded to take particular care to practise frequent, thorough handwashing, and cleaning of frequently touched areas in their home and workspace. Ideally adults should maintain 2m distance from others and where this is not possible avoid close face to face contact and minimise time spent within 1m of others (p26 Full opening: schools)</i></p>	<p>10 (2x5)</p>
<p>2. RESPONSE</p>						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
2.1 Testing is not used effectively to help manage staffing levels and support staff wellbeing which may lead to school/college closure or major disruption in school/college services	12(3x4)	2.1a System for referring staff for testing is set up 2.1b The guidance has been explained to all staff in staff meeting time and PD Days 2.1c Staff absent reporting procedures include notifying school/college absence due to COVID symptoms (themselves or somebody in their household)	DCS	A) Y B) Y C) Y		4 (1x4)

<p>2.2 Infection transmission within school/college due to staff/students (or members of their household) displaying symptoms which may lead to the transmission of COVID-19 resulting in ill health or death</p>	<p>15 (3x5)</p>	<p>2.2a Students, parents and staff have been informed of what steps to take if they, or any member of their household, displays symptoms. Guidance is listed on all websites and has been clearly communicated in letters</p> <p>2.2b Procedures are in place to deal with any students or staff displaying symptoms at school/college (HBC have produced an outbreak guide for schools to follow which includes a single point of contact to report suspected confirmed infections – 01429 523733) This includes the use of testing for both staff and students and appropriate action, in line with government guidance. The Trust has also produced an alert system indicating what measures it will take in Green alert (no suspected cases, no suspected contacts and no confirmed cases, in Amber state (suspected case or contact) and in Red state (confirmed cases). Measures in each of these alert stages have been shared with stakeholders</p> <p>2.2c If available the school/college will issue a home testing kit to parents/guardians</p> <p>2.2d Staff and parents will be advised to order a test immediately at https://www.nhs.uk/conditions/coronavirus-covid-19/ or call 119</p> <p>2.2e If a test is positive the student/member of staff will isolate for at least 10 days and all other members of the class or those that have had close contact will self-isolate for 14 days. Household members of those sent home will be advised not to self isolate unless they show symptoms or a positive test result is returned. Staff and students can return with a cough or loss of taste/smell as this can last several weeks. The local health protection team will carry out a RA to confirm who has been in close contact with the infected person. If a person has tested positive without symptoms but then is later symptomatic the 10 days isolation must be restarted.</p> <p>Close contact is defined as:</p> <ul style="list-style-type: none"> ➤ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) 	<p>DCS</p> <p>SLT</p> <p>SLT</p> <p>HCA</p> <p>DCS</p>	<p>A) Y B) Y C) Y D) Y E) Y F) Y G) Y H) Y I) Y J) Y</p>	<p><i>Those who have been in contact with a person with symptoms, but is not displaying symptoms themselves do not have to self-isolate; however, they must be advised to:</i></p> <ul style="list-style-type: none"> •Avoid individuals who are at high risk, from pre-existing medical conditions •Must take extra care in social distancing and hygiene measures •Adhere to any advice issued from the NHS test and trace team <p><i>If we can't get in contact with a parent the child will be kept in school/college. If they can't pick them up, suitable school/college transport will be used with a deep clean afterwards. Staff will wear appropriate PPE and suitable distance will be kept.</i></p> <p><i>Any area where the confirmed case has been will be closed off for enhanced cleaning. If cleaning is not required immediately e.g. the room is not needed the process will be delayed for 72 hours. During this time, these areas will be secured with appropriate signage on the door 'Do not enter, closed for cleaning'.</i></p> <p><i>Areas where the individual has passed through and spent minimal time such as corridors but which are not visible contaminated with bodily fluids will be cleaned thoroughly as normal.</i></p> <p><i>PPE will be used when assisting a person who is symptomatic, for deep</i></p>	<p>10 (2x5)</p>
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Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
		<ul style="list-style-type: none"> ➤ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ➤ travelling in a small vehicle, like a car, with an infected person <p>2.2f The school/college will contact the parents, carer or member of staff no later than 48 hours after the person has been sent home for an update regarding the test and results and the persons welfare</p> <p>2.2g If a test comes back negative then staff and pupils can return to school after 10 days after symptoms have started or when symptoms resolve and the person is well enough and the temperature returns to normal for 2 days</p> <p>2.4h Ventilated rooms have been allocated within school/college to take students or member of staff if they become symptomatic. PPE is available on each site. A sign will be displayed so that no one enters.</p> <p>2.2i The classroom/area where the person becomes unwell, the isolation room and toilet will be thoroughly cleaned after use, using a standard disinfectant</p> <p>2.4j If the school/college has two or more confirmed cases within 14 days or a rise in sickness absence where COVID-19 is suspected the school/college will notify the local health protection team and follow advice given</p>			<p><i>cleaning or cleaning up bodily fluids will be double bagged and left for 72 hours before disposal.</i></p>	
3. SCHOOL/COLLEGE MANAGEMENT OPERATIONS						

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
3.1 The number of staff who are available is lower than that required to teach classes in school/college and operate effective home learning which may lead to school/college closure or major disruption in school/college services	8 (2x4)	<p>3.1a The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned</p> <p>3.1 b Full use is made of those staff who are self-isolating or shielding but who are well enough to create medium term and daily plans for cover staff or teaching packs for home learning</p> <p>3.1c. Flexible and responsive use of teaching assistants and non-teaching staff to supervise classes is in place to maintain service (as per guidance)</p> <p>3.1d. Full use is made of testing to inform staff deployment which will support the test and trace initiative. Track and Trace will be promoted when it is in place</p> <p>3.1e If numbers become too low and once all internal resources have been utilised supply staff will be employed to cover staff absences</p>	<p>DCS</p> <p>DCEO</p> <p>DCEO</p> <p>DCS</p> <p>DCS and CEO</p>	<p>A) Y B) Y C) Y D) Y E) Y</p>		4 (1x4)
3.2 The number of staff to provide necessary services is too low (corporate services) which may lead to school/college closure or major disruption in school/college services	6 (3x2)	<p>3.2a. If staffing shortage in central services we would look to buy in those services (cleaning, catering, maintenance)</p> <p>3.2b Utilise existing external support to guide remaining staffing on site (ICT, H&S, HR)</p> <p>3.2c Use staff in alternative roles e.g. cleaning and catering</p> <p>3.2d Buy in ready-made food supplies</p> <p>3.2e If the site cannot be operated safely the school/college would look at temporarily closing on H&S grounds</p>	DCS	<p>A) Y B) Y C) Y D) Y E) Y</p>		2 (1x2)
3.3 Limited progress with the school's/college's calendar and work plan because of COVID-19 measures	12 (4x3)	<p>3.3a School/college calendar for 20/21 has been revised and actions prioritised</p> <p>3.3b Staff recruitment for September 2020 has still been completed</p> <p>3.3c Temporary timetable for September 2020 has been created</p> <p>3.3d SDP and QIP for 20-21 has been completed by SLT and middle leaders</p> <p>3.3e All Trustee Meetings will continue remotely</p>	SLT	<p>A) Y B) Y C) Y D) Y E) Y</p>		6 (2x3)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
3.4 Trustees are not fully informed or involved in making key decisions and are therefore unable to support the trust and fulfil their statutory obligations	12 (3 x 3)	3.4a Online committee meetings are held regularly with Trustees 3.4b Weekly phone call between CEO and Chair of Trustees 3.4c Trustees are involved in key decisions on wider phased opening with extraordinary meetings held were necessary to agree plans	CEO and Trustees	A) Y B) Y C) Y		3 (1 x3)
3.5 Lack of Trustee oversight during the COVID-19 crisis leads to the school/college failing to meet statutory requirements	9 (3x3)	3.5a The Trustees continue to meet regularly via online platforms 3.5b The Trustee agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation 3.5c The CEO report to Trustees includes content and updates on how the Trust is continuing to meet its statutory obligations in addition to covering the Trusts response to COVID-19 3.5d Regular dialogue with the Chair of Trustees and those trustees with designated responsibilities is in place 3.5e Minutes of Trustee meetings are reviewed to ensure that they accurately record trustees' oversight and holding leaders to account for areas of statutory responsibility	CEO, Trustees	A) Y B) Y C) Y D) Y E) Y		1 (1x3)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
3.6 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	15 (3 x 5)	<p>3.6a All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school/college. In most cases addendums have been added</p> <p>3.6b Staff, students, parents and Trustees have been briefed accordingly</p> <p>3.6c Business Continuity plan has been reviewed in light of COVID-19</p>	SLT DCS	A) Y B) Y C) Y		5 (1x5)
3.7 Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	12 (3x4)	<p>3.7a Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> • Staff – Weekly SLT meeting, regular emails from SLT, weekly briefing, virtual meetings online, small group briefing meetings in Hall including CPD on procedures • Students – Comments on Facebook, welcome back video, letters home via end of year packs, updates face to face in classrooms • Parents –updates on social media with signposting to online resources and resources on the schools/college website, termly letter from CEO and letters at key milestones • Trustees – Committee meetings, weekly call with Chair, daily update from PH on SEND matters (eForum SSAT) • Local authority – Weekly HT Cluster Meetings, weekly meeting with SEN feeder school and PRU • CCG – Weekly conference meeting • Professional associations – Weekly updates from SSAT, NATSPEC and FLSE (communication via email) • Other partners – NE Special Schools regularly communication via emails <p>Trade Unions – RA shared via AVEC H&S Team</p>	SLT	A) Y		8 (2x4)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
3.8 Staff are not trained in new procedures, leading to risks to health	12 (3x4)	3.8a Staff meeting taken place to share new guidance and revised control measures and expectations around school/college operations and curriculum (staff meeting and PD Days). All staff to sign to say understood new measures and will apply them	SLT, HSM, HCA, middle leaders eg SEMH	A) Y	<i>Staff working at home will join in remotely and electronically sign</i>	8 (2x4)
3.9 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	8 (4x2)	3.9a The details of how students will travel to and from school are known prior to full opening and communicated to families in August 3.9b Effective liaison with transport is used as a basis for planning to transport students in consistent groups 3.9c Families are encouraged to bring their own students in where possible (detailed in end of term letter)	DCEO	A) Y B) Y C) Y		6 (3x2)
3.10 The use of public and school transport by students poses risks in terms of social distancing which may lead to the transmission of COVID-19 resulting in ill health or death	12 (3x4)	3.10a School transport has procedures in place to provide home to school transport within zones where possible. The maximum number of entrances and exits will be used to reduce pinch points. 3.10b Government guidance now advises the use of face coverings for students age 11+ apart from those exempt which includes students who would not be able to put on and wear a covering because of physical or mental illness or impairment or disability or where putting on, wearing or removing a face covering will cause severe stress	SLT DCEO	A) Y	<i>Any students using disposable face masks for travelling will be disposed in closed bins and reusable ones will be stored in a plastic bag to be taken home at the end of the school/college day. They will be instructed to remove them carefully by not touching the front of their face. Link provided on our the school/college website for parents on how to use face coverings.</i>	8 (2x4)



Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
3.11 Fire procedures are not appropriate to cover new arrangements which may result in burns, injury or death	10 (2x5)	3.11a Fire procedures have been reviewed and revised where required and communicated to staff. Social distancing and group separation is not required during emergency evacuation however distance will try and be maintained. When safe to return to school groups will be organised and social distancing measures put in place 3.11b Staff and students have been briefed on any new evacuation procedures. Wardens will not enter the classrooms but will ask teachers if there are any issues 3.11c All staff have been trained and briefed appropriately	HSM	A) Y B) Y C) Y	<i>Revised fire procedures will be practised within first two weeks of returning</i>	2 (1x2)
3.12 Insufficient Fire marshals absent due to sickness and self-isolation which may lead to injury or death	12 (3x5)	3.12a An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	HSM	A)Y		5 (1x5)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
3.14 The costs of additional measures and enhanced services to address COVID-19 when phased wider opening places the school in financial difficulties	3 (2x1)	3.14a Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review 3.14b Additional sources of income are under exploration 3.14c The Trusts projected financial position has been shared with trustees	CEO, DCS	A) Y B) Y C) Y	<i>Savings from expenditure during reduced opening has covered additional costs incurred</i>	3 (2x1)
3.15 Funding is at risk for non-education funded students resulting in a reduced service offer or closure	20 (4x5)	3.15a Clear communication between the Trust and funders to explain the ongoing service offered to students being educated at home (summer term) 3.15b Government issued PPN (procurement policy note) – supplier relief due to COVID-19 3.15c The possibility of the management charge from Catcote Academy being reduced from term 3 was considered	DCS and SENCo	A) Y B) Y C) Y		9 (3x3)
3.16 Students will not return to the academy once it fully opens	8 (2x4)	3.16a Communication with parents to reassure them of the measures the Trust is putting in place to keep their child safe 3.16b As part of individual RA staff will discuss with parents arrangements for return (for some this may be gradual) 3.16c Normal attendance procedures are followed including first day absence calls etc.	CEO Teachers FLO	A) Y B) Y C) Y		2 (1x2)
4. CURRICULUM, BEHAVIOUR & PASTORAL SUPPORT						
4.1 Students' mental health has been adversely affected during the COVID-19 crisis which could result in acute or long term mental distress	16 (4x4)	4.1a There are sufficient numbers of trained staff available to support pupils with mental health issues (Thrive practitioners, TLR SEMH, Art Therapy, EP). 4.1b Wellbeing/mental health will be incorporated into the 'recovery curriculum'. Students where appropriate to share their experiences of lockdown. A video will be shared before students return to welcome them back and explain some of the changes. Letters also sent home with resource pack including scrap book/diary to record their experiences	DCEO	A) Y B) Y C) Y D) N		8 (2x4)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
		4.1c Resources/websites to support the mental health of students are provided 4.1d Art work that students have done as part of 'Beat the teacher challenge' displayed in school/college as a way of linking home schooling experience and school/college return				
4.2 The mental health of staff has been adversely affected during the period that the school/college has been closed and by the COVID-19 crisis in general which could result in acute or long term mental distress	9 (3x3)	4.2a Staff are encouraged to focus on their wellbeing 4.2b Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload 4.2c Staff have been signposted to useful websites and resources 4.2d Open door policy with SLT 4.2e Regular communication in advance of any new arrangements 4.2f Individual RA carried out by DCS where concerns can be raised	SLT	A) Y B) Y C) Y D) Y E) Y F) Y		4 (2x3)
4.3 Students and staff are grieving because of loss of friends or family which could result in acute or long term mental distress	6 (2x3)	4.3a The school/college has access to trained staff who can deliver bereavement counselling and support 4.3b Support is requested from other organisations when necessary	SLT	A) Y B) Y		4 (2x2)
4.4 Students will have fallen behind in their learning during school/college non-attendance and achievement gaps will have widened	15 (5x3)	4.4a Gaps in learning are assessed and addressed in teachers' planning. A focus will be on establishing routine and relationships. There will be a focus on emotional and physical wellbeing. 4.4b Staff will be consulted about spending 'catch-up' funding to enable consolidation 4.4c Middle leaders and subject coordinators to support class teachers to teach their full timetable (all plans shared in first few weeks of summer break) 4.4d Home and remote learning will continue for any students who remain at home following health professional advice with staff sending home 'work	AHT and TLRs	A) Y B) Y C) Y D) Y E) Y F) Y	<i>Review which services are available and what can be reasonably provided through conversations with CCG</i> <i>Contact sports will be avoided</i>	12 (4x3)

Areas for concern	*Risk rating prior to action: RAG colour and number	Control measures	Who is responsible	In place? (Yes/No)	Further action/comments	*Residual risk rating RAG colour and number
		<p>packs' and uploading online resources. Leaders will quality assure these.</p> <p>1.6f Laptops have been ordered for any Y10 and were there has been an identified need</p> <p>1.6g In week 1 and 2 of return there will be no external activities however after this period RA will be in place to support external activities eg walks. Any resumption of a programme of educational visits will be supported by the EV coordinator and assurances given that venues are COVID secure</p>			<i>Leaders and teachers to reassess the curriculum of those learners that remain home</i>	
5. Contingency planning for outbreaks						
5.1 There are no contingency plans in place for a possible localised outbreak resulting in poor communication and disruption to education delivery	20 (4x5)	<p>5.1a SLT have carried out scenario planning based on 6 scenarios (this plan is based on scenario 4). Areas and actions identified which cover communication to parents and stakeholders, blended learning/remote education etc. All planning and documents have been retained from previous phases already executed in the Summer Term</p> <p>5.1b Students where appropriate are taught in lessons on how to access online learning in the case of localised lockdown and blended home/school/college learning</p>	SLT	A) Y B) Y		5 (1x5)

Checked by J. Henry (H&S partner/AVEC on 21.07.20, 20.08.20 in respect of FE guidance)

Signed: CEO					
Name:	Mrs. L. Greig	Signature:		Date	28.08.20
Signed: Chair of Trustees (F&A Committee)					
Name:	Mr. G. Jones	Signature:		Date	28.08.20