

## COVID19: Risk Assessment and Action Plan

**SCHOOL NAME:** Children's Support Service CSS

**DATE:** 05/01/21 Reviewed in response to the National Lockdown (announced 4/1/21)



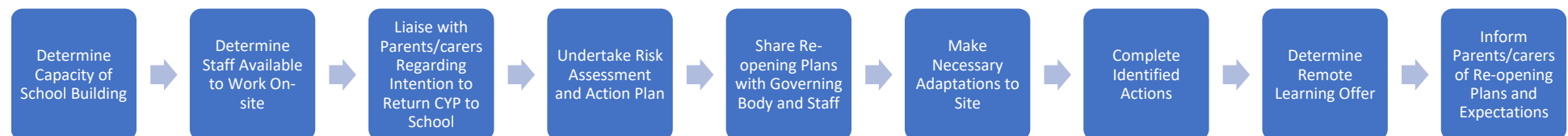
### Purpose of this document:

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

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

- Health and Safety Policy
- Staff Handbook
- Centre Policies and Operating Procedures
- Child Protection Policy
- Bereavement Policy
- Behaviour policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

### Steps of Re-opening Preparation:



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed By and Date	Risk Level Post-Action
<b>Preparing Buildings and Facilities</b>	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> </ul>	Site Manager is unavailable	H	Use other site staff or if also unavailable source alternative suitably trained person from recruitment agency		L
			M	Carry out a formal / recorded full pre-opening premises inspection.	AC, KG, RR 20/05/20	L
		Food remains in the freezer	M	Determine with the catering staff / school meals service how left over frozen food should be dealt with and action as appropriate.	KB, GY, NB, RR 21/05/20	L

	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Office does not allow for adequate space between staff members.</p>	<p>M</p>	<p>Office staff desks repositioned. Consider use of screen or dividers if unable to face the same direction or maintain a safe distance of 2m.</p> <p>Consider working from home, if role allows, and in line with government guidance.</p>	<p>20/05/20</p> <p>5/1/21</p>	<p>L</p>
	<p>Entry and exit routes to the school are in place, any physical changes and/or markers/signage required to minimise contact between individuals and promote/allow social distancing are in place.</p> <p>Sanitiser is available at all entry points.</p>	<p>Bottlenecks likely at entrance to school and outside school gates. Social distancing unlikely to be maintained by CYP.</p>	<p>M</p>	<p>Reminders for social distancing markers are present on floors or walls, both outside and inside the building particularly at high footfall areas.</p> <p>Reminders for visitors to wear a face covering on entry.</p> <p>Staff to be on duty at peak movement times to remind and encourage social distancing of CYP, and <b>sainting of hands.</b></p> <p><i>If workable, use a one way system in place to</i></p>	<p>26/05/20</p> <p>5/1/21</p>	<p>L</p>

				enter and exit the school. Signage in place.  <b>Primary</b> - Children to be walked out to their taxis/Parents/carers cars to limit Parents/carers waiting at the door.		
	Consideration given to the arrangements for any deliveries.	Risk is higher if delivery is attempted at peak movement times. At other times risk will be low.	M	If delivery is attempted at peak movement times, ask to wait until entrance is clear.	Ongoing. Office staff. Any staff near entrance noticing attempted delivery.	L
<b>Emergency procedures including Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Evacuation routes will cause multiple groups of people to come into contact.	M	Revised evacuation procedure and share with all staff and children.  All staff to be alert and aware of additional Covid-19 infection risk during emergency procedures, increased handwashing and door handle sanitizing after emergency is over, drills or false alarms.	Ongoing All	L

	<p>Consideration given to Fire Wardens and First Aiders, these may need to be reassigned according to available persons.</p>	<p>No legal requirement but consider upskilling more staff?</p>	<p>L</p>	<p>Daily check that qualified staff are available on site, both fire wardens and first aiders and upskill other staff where possible.</p>	<p>HoC / dHoC during daily briefing</p>	<p>L</p>
	<p>Arrangements in place to support individuals with reduced mobility.</p>	<p>Existing measures in place will suffice.</p>	<p>L</p>	<p>Fire drill</p>	<p>AC, CH, HoC</p>	<p>L</p>
<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance.</a></p>	<p>(Additional risk from having more cleaners on site or from cleaners working longer hours is offset by the greater need for regular decontamination, disinfection and sanitization.)</p>	<p>H</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash and sanitizer cleaning products are to be checked and replaced as needed.</p> <p>Thorough cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	<p>HoC, RR and site team to audit regularly but any staff to inform site managers for relevant site</p> <p>Site team and cleaning staff ongoing</p> <p>Cleaning equipment to be issued to staff for use in each classroom.</p>	<p>L</p>

				<p>Wedges for the toilet external toilet doors if not fire doors.</p> <p>Disinfectant spray to be used on taps and handles after pupils have used the toilet</p>	<p>20/5/20</p>	
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser / hand wash soap / tissues / gloves available for;</p> <p>visitors to reception (including delivery staff, Parents/carers, professionals)</p> <p>staff and students in classrooms</p>	<p>H</p>	<p>Hand sanitiser available at the school entrance</p> <p>Washrooms / sinks available for washing of hands with soap and hot water</p> <p>Disposable tissues in each classroom to implement <b>the 'catch it, bin it, kill it' approach</b></p> <p>Stock check and ordering schedule reviewed and order made.</p> <p>If such items are unavailable, school to close temporarily while re- stocking.</p>	<p>Ongoing HoC, RR and site team to audit, resource and re-order supplies</p>	<p>L</p>

		<p>Safeguarding of CYP during temporary closure Non-contact, no risk of infection</p>	<p>n/a</p>	<p>Reminders to staff regarding regular handwashing and cleaning of work surfaces.</p> <p>Emergency Action / Critical Incident Plan closure protocol.</p> <p>Revert to online learning in accordance with DfE guidelines</p> <p>Ensure safeguarding phone calls (Doorstep visits if appropriate) in accordance to student RAG rating.</p> <p>Ensure all statutory services e.g social care, YOT, mainstream schools, kept fully informed.</p>	<p>As necessary HT</p> <p>DLSs</p>	<p>n/a</p>
			<p>M</p>	<p>All staff advised to leave the site by designated time in order for cleaning to be undertaken.</p> <p>Routines of sanitising hands on entry to</p>	<p>Ongoing All staff</p>	



	Sufficient time is available for the enhanced cleaning regime to take place.			<p>lessons and cleaning of desks on exit in place.</p> <p>One classroom/area kept empty each session in case pupils need to be distanced further or isolated as sanction for non-compliance.</p>		L
	Waste disposal process in place for potentially contaminated waste.		M	<p>Waste disposal for potentially contaminated waste procedure as for First Aid waste. Check yellow bags are present in waste locations.</p> <p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. before or after normal opening hours).</p>	Site teams, AC, KG Ongoing	L
		YP unaware of procedures to wash hands/use sanitiser	M	Reminders of expectation of compliance ("Covid-19	All staff	L

	<p>YP and staff encouraged to wash hands / use hand gel before lessons and after each lesson</p>			<p>'Code of Conduct' displayed around the building for being on site</p> <ol style="list-style-type: none"> <li>1. Sanitise hands on entry.</li> <li>2. Wipe tables on exit.</li> <li>3. 'Catch it, bin it, kill it'</li> </ol> <p>Daily reminders given</p>		
	<p>Ventilation</p>	<p>Rooms are not well ventilated Staff or CYP close the windows.</p>		<p>Where available, site staff to open windows around the buildings each morning.</p> <p>Reminders issued on a regular basis.</p> <p>Where possible, choose a higher window to open in order to reduce direct drafts.</p> <p>When rooms are not in use, windows should be opened wider to allow for more ventilation.</p> <p>Staff and CYP should mitigate the cold by wearing warm clothing.</p>	<p>Site staff - daily</p> <p>All staff. Ongoing 5/1/21</p>	

<b>Classrooms</b>	The number of staff and CYP that can use each room at any one time should be considered for minimising contact between individuals.	<p>Plan to continue to deliver lessons in small teaching groups but be ready to re-locate according to room size restrictions, and where necessary divide the group into 2 using a TA another room.</p> <p>This strategy incurs further movement.</p> <p>Non-compliance from CYP, refer to Behaviour Policy.</p>	M	<p>Work with CYP to raise awareness and importance of social distancing and good hygiene and ventilation via the curriculum and with parental support.</p> <p>If necessary consider use of FTE and / or remote learning for high risk non-compliant students.</p>	Ongoing All staff Parents/carers Students	L
	Classrooms have been re/arranged to allow as much space between individuals as practical and to facilitate forward facing desks where possible.	CYP moving desks back to where they used to be or to sit nearer a friend.	M	<p>Reminders of expectation of compliance with “Covid-19 Code of Conduct for being on site”</p> <p>Staff to support COVID procedures are followed e.g sanitising hands, wiping down desks, ventilating classrooms, keeping a distance 5/1/21</p>	Ongoing All staff Parents/carers Students	L
	Appropriate resources are available within all classrooms. NB: sharing of equipment or stationery should be prevented	CYP not complying with recommendation that	M	Reminders of expectation of		L

	<p>where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p>	<p>stationery / keyboard is not shared.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children. Updated behaviour policy shared with SYP and Parents/carers.</p>	<p>M</p> <p>L</p>	<p>compliance (“Covid-19 Code of Conduct for being on site”) - shared at review meetings</p> <p>Display “Covid-19 Code of Conduct for being on site” in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom, in all toilets and at intervals along corridor.</p> <p>Work with CYP to raise awareness and importance of social distancing and good hygiene via the curriculum and with parental support.</p> <p>If necessary consider use of FTE and / or remote learning for high risk non-compliant students.</p>	<p>Ongoing All staff Parents/carers Students</p>	<p>L</p> <p>L</p>
<b>Staffing</b>	Staffing numbers required for entire eligible cohort have been			Current shielding requirements are		



				<p>safely, schools need their workforce. Therefore, staff should only work from home where this does not impact on the ability of the school to run safely or compromise pupil need.</p>		
	<p>Approach to staff absence reporting and recording in place.</p>	<p>Safeguarding of CYP during temporary closure Non-contact, no risk of infection</p>	<p>L</p>	<p>Existing procedures for reporting absence is sufficient (Staff Handbook Policy 2020/21)</p> <p>Shielding will be re-introduced for those staff who are in the extremely clinically vulnerable category, and will be instructed to work from home. 5/1/21</p> <p>Emergency closure protocol actioned should insufficient staff be available for safe opening ( Emergency Action / Critical Incident Plan)</p> <p>Revert to remote learning and</p>	<p>Ongoing All staff</p> <p>HT Ongoing</p> <p>HT Ongoing</p>	<p>L</p>

	Emergency closure should insufficient staff be available for safe opening.			safeguarding phone calls in accordance to student RAG rating.		
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.  Emergency closure should insufficient staff be available for safe opening.	Safeguarding of CYP during temporary closure Non-contact, no risk of infection	n/a	Existing procedures for reporting absence is sufficient (Staff Handbook Policy)  Revert to remote learning and safeguarding phone calls in accordance to student RAG rating.  Emergency closure protocol actioned with a move to <b>remote learning</b> , should insufficient staff be available for safe opening ( Emergency Action / Critical Incident Plan)	Ongoing All staff  Ongoing HT	n/a
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).		L	Dress code policy  <b>Warm dress is advised with regard to increased ventilation. 5/1/21</b>	HT	L
		Visitors / staff not following “Covid-19 Code of Conduct for being on site” while in		Ensure visitors and staff are aware of “Covid-19		L

	Approaches for meetings and staff training in place.	attendance for meetings or training.	L	<p>Code of Conduct for being on site”</p> <p>Minimise visitors on site. 5/1/21</p> <p>Continue to use Teams for larger group meetings/staff briefings</p> <p>Use social distancing and good hygiene practices in larger rooms where possible for small (only) meetings. Wherever possible, use TEAMS for meetings.</p> <p>Hold meetings with outside visitors, outside of school hours, if possible.</p> <p>Ensure there is a clear rationale for any visitors and that prior notification is given to HoC</p>	<p>All staff</p> <p>All visitors</p> <p>All Parents/carers</p> <p>All students ongoing</p>	
	Consideration given to the options for redeployment of staff to support the effective working of the school.	Cross ‘bubble’ contamination		<p>Each centre operates as its own bubble.</p> <p>All teachers and staff can operate across</p>		L



	<p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>		<p>L</p>	<p>different classes and year groups, within that bubble, to deliver the school timetable - but staff should aim to keep a distance from pupils and other staff as much as possible – 2m where possible.</p> <p>Staff may be asked to support with tasks outside of their normal role.</p> <p>Staff should only be asked to work at another centre different to their usual place of working, if essential, or with a clear purpose and rationale.</p>	<p>As necessary All staff</p>	
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p>	<p>Non-contact so no risk of infection</p>		<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></p>	<p>Where possible use the phone, Teams or Zoom</p>	<p>L</p>

	<p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		<p>L</p>	<p>Bereavement Guidance has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>Access to school counsellor and school supervisor Education Support Partnership</p>	<p>If face to face meetings required, keep to social distancing (see Social distancing)</p>	
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>		<p>n/a</p>	<p>Interviews and Induction undertaken on site subject to hygiene and social distancing practices.</p> <p>Any interviews to be conducted outside of teaching hours, where possible. 5/1/21 Social distancing should be maintained at all times.</p>		<p>n/a</p>
	<p>School procedures are clear for all staff.</p>		<p>L</p>	<p>Share with all staff. Summaries key points and expectations through "Covid-19 Code of Conduct for being on site" while in attendance on site".</p>	<p>SLT</p> <p>HT</p>	<p>L</p> <p>L</p>

		Staff do not follow “Covid-19 Code of Conduct for being on site” while in attendance on site”. Amended 02/11/2020 to include instructions re ventilation	M	Member of staff asked to leave site. Cover actions implemented HT to sanction as necessary		
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	Visitors / contractors not following “Covid-19 Code of Conduct for being on site” while in attendance on site”.	M	<p>Check with the contractor any requirements their employer has specified before visit either on Teams, Zoom or on the phone.</p> <p>Share expectations of “Covid-19 Code of Conduct for being on site”.</p> <p>Encourage ‘out of school’ hours visits where possible.</p>	Visitors / contractors Ongoing	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. careers / post 16 mentors, sports coaches, school nurses, Family	Visitors / instructors not following “Covid-19 Code of Conduct for being on site” while in attendance on site.	M	<p>Sessions delivered via Zoom or Teams where possible.</p> <p>Share amended procedures; “Covid-19 Code of Conduct for being on site”.</p> <p>Obtain their own risk assessments outlining</p>	Visitors / instructors Ongoing	L

	Solutions. Protocols and expectations shared.			controls, e.g. only offering limited activities which maintain social distancing, no sharing of instruments, all equipment stringently cleaned.		
<b>Group Sizes</b>	<p>Class groups have been determined on the basis of small, consistent groups of CYP, within one centre, that can operate with minimal contact and/or remain socially distanced from other people and groups from other centres.</p> <p>The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity and staff availability of the school, and will be reviewed daily (see <b>Staff</b>).</p>	<p>Plan to continue to deliver lessons in small teaching groups but be ready to re-locate according to room size restrictions, and where necessary divide the group into 2 using a TA another room.</p> <p>This strategy incurs further movement.</p> <p>This strategy may result in non-compliance from CYP, refer to Behaviour Policy.</p>	M	<p>Reminders of expectation of compliance (“Covid-19 Code of Conduct for being on site”) that was shared at Passport meetings.</p> <p>Display “Covid-19 Code of Conduct for being on site” in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom, in all toilets and at intervals along corridor.</p> <p>Arrange desks with forward facing seats where possible.</p>	Ongoing HoC	L
<b>Social Distancing</b>	Arrangements for social distancing in place to consider:	Non-compliance from CYP, refer to Behaviour Policy.		Work with CYP to raise awareness and		L

	<ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations (if possible)</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design (see Classrooms)</li> <li>• Plans for social distancing during break and lunch times in place, such as when queuing for lunches</li> <li>• Toilet arrangements, students to use one at a time, external doors wedged open</li> <li>• Consider one way system around the school using walkway and outside – safety concerns</li> </ul>		M	<p>importance of social distancing and good hygiene via the curriculum and with parental support.</p> <p>Have seating facing forward if social distancing unable to be maintained.</p> <p>If necessary consider use of FTE and / or remote learning for high risk non-compliant students.</p>	Ongoing All staff Parents/carers Students	
	Information shared with Parents/carers regarding pupils travelling to school, including wearing of a facial covering when travelling on public transport.	Non-compliance from YP	M	<p>Work with YP to raise awareness and importance of social distancing and good hygiene via the curriculum and with parental support.</p> <p>YP to wear a face covering when</p>	Ongoing Staff Parents/carers Students	L

				<p>travelling on public transport.</p> <p>Have some face coverings available for YP to use on way home.</p> <p>If necessary consider use of FTE and / or remote learning for high risk non-compliant students.</p> <p>Although numbers on site do not create congested areas, and social distancing can be maintained, some students and staff may choose to wear a face coverings. 5/1/21</p> <p>All used face coverings should be disposed of safely. Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a residual waste bin. Do not put them in a recycling bin.</p>		
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<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Only small numbers (&lt;20) of students arriving at one time. Non-compliance from CYP, refer to Behaviour Policy.</p>	<p>M</p>	<p>Staff on duty at school entrance.</p> <p>Work with CYP to raise awareness and importance of social distancing and good hygiene via the curriculum and with parental support.</p> <p>If necessary consider use of FTE and / or remote learning for high risk non-compliant students.</p>	<p>Ongoing Staff Parents/carers Students</p>	<p>L</p>
<p>Approach to intentional breaches of social distancing in place,</p>	<p>Non-compliance from CYP, refer to Behaviour Policy.</p>	<p>M</p>	<p>Reminders of expectation of compliance (“Covid-19 Code of Conduct for being on site”)shared at Passport meeting</p> <p>Display “Covid-19 Code of Conduct for being on site” in every classroom, at the main entrance, places visible</p>	<p>Ongoing Staff Parents/carers</p>	<p>L</p>

	including in the case of repeat or deliberate breaches.			<p>to those at the school gate, in the staffroom, in all toilets and at intervals along corridor. Risk assessments and individualised approach in place for students who might struggle to follow expectations.</p> <p>If necessary consider use of FTE and / or remote learning for high risk non-compliant students.</p>	Students	
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Non-compliance from CYP, refer to Behaviour Policy.	M	<p>Large assemblies should be avoided but if required should support minimal contact between individuals and consider limit of CYP dependent on space. Allow assemblies if deemed of high importance, e.g. to convey the message from “Covid-19 Code of Conduct for being on site” and ensure minimal contact between individuals and consider limit of YP dependent on space.</p>	Ongoing Staff Students	L



				Use the hall with limited numbers of people to allow for minimal contact between individuals.		
	Minimising contact plans communicated with Parents/carers, including approach to breaches.	Non-compliance from YP, refer to Behaviour Policy.	M	<p>Reminders of expectation of compliance (“Covid-19 Code of Conduct for being on site”) shared at Passport meetings</p> <p>Display “Covid-19 Code of Conduct for being on site” in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom, in all toilets and at intervals along corridor.</p> <p>Work with CYP to raise awareness and importance of social distancing and minimising contact, and good hygiene via the curriculum and with parental support.</p> <p>If necessary consider use of FTE and / or</p>	Ongoing All Staff Students Parents/carers	M

				remote learning for high risk non-compliant students.		
	<p>Arrangements in place for the use of the playground, including equipment.</p> <p>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. <b>Primary only.</b></p>	Risk of infection from insufficient cleaning	M	<p>Ensure both equipment (where hands touch) and hands are cleaned according to guidelines. (See Cleaning and Waste disposal)</p> <p>Children to wash hands following any activity</p>	<p>Primary staff</p> <p>Cleaning staff</p> <p>Ongoing</p>	L
	Approach to Essex Steps positive handling plans and emergency positive handling / restraint	Close contact	H	<p>Individual risk assessments / positive handling plans, to include remote learning for high risk students.</p> <p>If student requires direct contact to be implemented in an emergency, staff to wash/shower and change clothes and seek medical advice.</p>	<p>Ongoing</p> <p>All Staff</p> <p>Students</p> <p>Parents/carers</p>	L
			H			M
<b>Catering</b>	Arrangements in place to provide food to YP on site, including the	<b>All catering staff shielding / or unable to return to work 5/1/21</b>	M	Redeployment of other members of staff, ensure they hold a food	SLT	L

	requirement of universal free school meals.			and hygiene certificate, prepare easy meals such as vegetarian pizza rather than higher risk multi-component meals containing meat.		L
	Arrangements for the continued provision of FSMs for children not attending school are in place.	Non-contact no risk	n/a	<p>CYP not in attendance no longer have access to FSM vouchers – however, vouchers will be provided for Children who need to self-isolate for instructed periods.</p> <p>Consider options for those children accessing remote learning (seek advice from LA)</p> <p>Food is provided on site.</p>	<p>Ongoing Tutors Admin staff Parents/carers</p> <p>5/1/21</p>	n/a
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that minimal contact is maintained.	Non-compliance from CYP, refer to Behaviour Policy.	M	<p>Staff to bring students to canteen at separate times. or Staff to co-ordinate students to line up outside canteen</p>	<p>Ongoing Staff Students Parents/carers/Carers</p>	L

				<p>according to minimise contact Or staff to bring food to students in classrooms.</p> <p>Use additional classroom if more space needed to minimise contact.</p> <p>All cutlery to be wrapped in individual knife/fork pairs</p> <p>All communal use sauces to be distributed using single use pots.</p> <p>To review as necessary.</p>	5/1/21	
<b>PPE</b>	<p>Current LA/Government guidance is that PPE is not required in schools for teaching / admin / duties.</p> <p>PPE must be worn by attending staff if a student / another member of staff becomes unwell (see Response to suspected/ confirmed case of COVID19 in school) while helping them leave the site</p>	Staff non-compliance	<p>M</p> <p>H</p>	<p>Follow LA guidance updates re PPE</p> <p>Staff to wear provided masks, gloves and aprons while attending the unwell person.</p> <p>Unwell YP to be sent home and follow government guidance.</p>	<p>Ongoing Staff Students</p> <p>Staff non-compliance to be followed up by HR according to</p>	<p>L</p> <p>M</p>

	<p>Face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.</p>	<p>PPE supplies unavailable Temporary closure</p>		<p>Emergency closure protocol actioned should insufficient staff be available for safe opening ( Emergency Action / Critical Incident Plan)</p> <p>At CSS space and student numbers allow Social Distancing to be maintained.</p> <p>Review as and when student numbers increase. Student numbers remain at a level where social distancing can be maintained 5/1/21</p> <p>All staff and students have the option of wearing a face covering/face shield.</p>	<p>Disciplinary and Dismissal Policy</p> <p>5/1/21</p>	
<p><b>Response to suspected/</b></p>		<p>Infection with Covid 19</p>		<p>No individual with suspected infection or displaying symptoms</p>		<p>M</p>

<p><b>confirmed case of COVID19 in school</b></p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed / take action</li> <li>• Area established / spare room to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place (<b>see Cleaning above, site manager to arrange) including temporary short term closure if necessary</b>)</li> <li>• Arrangements for informing parent/carer in place</li> </ul>	<p>Parent/carer unable to collect CYP</p>	<p>H</p>	<p>should leave their home.</p> <p>No individual with suspected infection or displaying symptoms should arrive on site.</p> <p>However, if a person becomes ill /displays symptoms during their time on site, they must immediately self isolate in spare room and inform d/HoC and parent/carer informed. YP should isolate until collected by a parent/carer. If not able to isolate, move to at least 2m from other people.</p> <p>Anyone who has been in contact with an unwell person should wash or sanitise their hands.</p> <p>Call 999 if there is a risk to life.</p> <p><b>Consider the following options:</b></p> <ol style="list-style-type: none"> <li>1. Appointed staff member wears</li> </ol>	<p>Ongoing</p> <p>All staff to inform dHoC/HoC to direct action</p> <p>Site manager</p> <p>Parents /carers</p>	
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				<p>PPE to take the CYP home in a school vehicle. Windows should be kept open.</p> <ol style="list-style-type: none"><li>2. Taxi called and informed of case – face covering used to travel</li><li>3. If social care involved, contact the social worker to support in getting the YP safely home.</li><li>4. If no other option, YP should travel on public transport with face covering.</li><li>5. If YP becomes defiant and aggressive, call 999</li></ol> <p>Anyone showing symptoms should be</p>		
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				<p>sent home and asked to follow government guidance.</p> <p>Actions will be taken by other members of staff to arrange for the potentially infected / unwell person to be removed from site (to hospital or to their home).</p> <p>Parents/carers advised to follow government guidelines regarding self isolation.</p>		
<p><b>Pupil Re-orientation</b></p> <p><i>back into school after a period of closure/ being at home</i></p>	List of all family contact details up to date.	Contact details wrong.	M	Ensure at least one other contact detail available for all YP	Admin staff	L
	Approach and expectations around boundaries and conduct determined and communicated with parents/carers.	CYP do not conform and family support is lacking.	M	<p>Consider a range of sanctions and consequences, including FTE.</p> <p>Hold a review meeting to discuss.</p>	HOCs, all staff	L
	Changes to the school day/timetables shared with parents.	CYP are not aware of changes	L	<p><b>Keep all families and CYP up to date on changes. Use email and social media platforms for prompt updates,</b></p>	HOCs Admon	L



				and pupil review meetings where appropriate.  Ensure taxi companies are updated.		
	All students instructed of option to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	YP fail to bring own water bottle	M	Offer disposable cups or ensure cups are only used by YP and then thoroughly washed.	All staff	L
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.  This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	YP fails to attend	L	Encourage attendance by recognising anxieties and offering support for mental wellbeing	Tutors, EMs, HOCs	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	CYP display anxieties	L	Encourage attendance by recognising anxieties and offering support for mental wellbeing.  Refer to school counsellor. Signpost to other support services.	Tutors, EMs, HOCs	L

	<p>Re-orientation support for school leavers is developed.</p>	<p>Year 11 have no destination</p> <p>Year 6 struggle with transition</p> <p>Reintegrations are halted.</p>	<p>L</p>	<p>Transition mentor in place to support through Autumn term.</p> <p>Primary staff are available at the beginning of the Autumn term for support- but need to maintain social distance/bubbles. Support may need to be more 'virtual' through phone calls and communication with new schools, etc..</p> <p>Liaise with all local schools and offer support for reintegration – once safe to do so. Keep all lines of communication open.</p>	<p>Transition mentor</p>	<p>L</p>
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> </ul> <p>PPG/ vulnerable groups</p>	<p>CYP and families lack support, risk increases, and CYP disengages from education</p>	<p>M</p>	<p>Ensure Personal Tutors keep good communication with all families and CYP.</p> <p>Cover impact of COVID within the curriculum ,where relevant, to help understanding.</p>	<p>All staff</p>	<p>L</p>

				<p>Signpost to school counsellor and other support services.</p> <p>Encourage families to re-apply for FSM.</p> <p>Track attendance closely, offer support with travel training where appropriate</p> <p>Ensure BAP meetings are held on a weekly basis during the Autumn term</p>		
<p><b>School events including trips, visits and offsite activities</b></p>	<p>Consider risk vs benefit of the off site activity, trip or visit.</p> <p>Ensure copies of providers’ Risk Assessment Covid updates are obtained.</p> <p>Trips and visits to be recorded on Evolve as usual, with evidence of venue / location Risk Assessment Covid update.</p> <p>Guidance around walking along roads, travelling in mini-bus, on public transport and in public places to be followed during the journey to the venue / location.</p>	<p>Trip or visit or activity needs to be cancelled due to local lockdown</p>	<p>M</p>	<p>Off site activities are likely to be unavailable during Tier 5 – alternative remote activities will be offered, where appropriate.</p> <p>When available: Issue standard CSS template pro forma for completion.</p> <p>Staff to record using Evolve</p>	<p>Trip leader (staff) Activity organiser (NE) Head EVC (KH)</p> <p>As needed</p>	<p>L</p>

	<p>Parental consent as necessary</p>	<p>Non-compliance from CYP, refer to Behaviour Policy.</p>		<p>If out of area, check for local lockdown or restrictions prior to day of trip / activity. Inform parent/carers of any cancellations or postponements.</p> <p>Reminders of expectation of compliance (“Covid-19 Code of Conduct for being on site”) shared at Passport meetings</p> <p>Work with CYP to raise awareness and importance of social distancing and minimising contact, and good hygiene via the curriculum and with parental support.</p> <p>If necessary consider not inviting high risk non-compliant students.</p> <p>Follow CSS Code of Conduct for Transporting Pupils – Covid-19</p>		
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<b>Home visits by staff</b>		Social distancing and hygiene is not maintained	High	<p>Ensure a clear purpose and rationale for the visit e.g safeguarding.</p> <p>If face to face contact required e.g due to safeagurding concerns, a 'doorstep' visit should be conducted - there should be no entry to the home.</p> <p>A face covering should be worn if standing less than 2m</p>	5/1/21	
<b>Theme</b>	<b>Control Measures</b>	<b>Risk to Implementation</b>	<b>Risk Level Pre-Action</b>	<b>Action Required / Decision Made</b>	<b>Action Completed By and Date</b>	<b>Risk Level Post-Action</b>
<b>Safeguarding</b>	Individual YP's risk assessments are in place and welfare checks being undertaken.	Non-engagement of YP and families	n/a	Review risk assessments for children (through LABS, PT phonecalls, doorstep visits) to ensure changes are considered for reopening arrangements	Tutors, EMS, HOCs, admin	n/a
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff do not report and record		Staff refresher training session on safeguarding processes (2 <sup>nd</sup> Sept) and	All staff	n/a

			n/a	<p>procedures and the revised wellbeing material.</p> <p>Concerns recorded on My Concern data base.</p> <p>Staff directed to online training relevant to wellbeing and safeguarding.</p>	
	Work with other agencies has been undertaken to support vulnerable CYP and families.	YP and families do not engage	n/a	Report and record and re-refer if appropriate or look for alternative support.	n/a
	Consideration given to the safe use of physical contact in context of managing behaviour.	Minimal contact is not adhered to	H	<p>Addendum to the Behaviour Policy in place.</p> <p>Use behaviour management strategies proposed in Policy.</p> <p>Staff to wash or sanitise hands after contact. Staff to consider showering and changes clothes in cases of prolonged contact and seek medical advice.</p> <p>Record on Essex online incident record.</p>	M

				<p>If considered 'positive handling', record in 'bound book' for incidents.</p> <p>Move to remote learning for high risk YP.</p>		
<b>Curriculum / learning environment</b>	<p>Current learning plans, revised expectations and required adjustments have been considered.</p>	<p>Curriculum not accessible to all students</p>	<p>n/a</p>	<p>YP to have access to a full programme, which may include remote and on site education – depending on the need to isolate.</p> <p>Reminders of Covid expectations and routines shared on a daily basis.</p> <p>YP will need to:</p> <ul style="list-style-type: none"> <li>• minimize contact.</li> <li>• Sit at new desk arrangements for facing forward</li> <li>• Queue for lunch</li> </ul>	<p>All staff</p>	<p>n/a</p>

				<ul style="list-style-type: none"> <li>• Regularly sanitise/wash hands</li> <li>• wipe equipment after use</li> <li>• wear face coverings when using public transport</li> </ul>		
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> <li>• PE</li> <li>• Practical science lessons</li> <li>• DT/ FT</li> <li>• Music</li> </ul>	<p>Students have no access to extended curriculum or full range of activities.</p>	<p>H</p>	<p>Minimal contact should be encouraged at all times.</p> <p><b>PE</b>            No contact sports            Keep number of YP at a level that allows for minimal contact and social distancing.            Gym – staff member to avoid facing towards YP and stand sideways to YP.            All equipment to be wiped down after use.            Use of minibus – minimise contact, seat YP forward facing and open windows for increased ventilation.</p> <p><b>Science</b></p>	<p>All staff</p>	<p>L</p>



				<p>Wipe down shared equipment. Staff to keep a 2m distance if facing towards pupil e.g demonstrating an experiment. Ask YP to move to a separate area if equipment is need from an enclosed area.</p> <p><b>DT/FT</b> Wipe down shared equipment. Staff to keep a 2m distance if facing towards pupil e.g demonstrating or modelling. Ask YP to move to a separate area if equipment is need from an enclosed area. Limit number of YP working on practical equipment to allow for better social distancing.</p> <p><b>Music</b> No sharing of wind instruments. Wipe down all equipment after use.</p>		
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				Face forwards or stand at side for demonstrations.		
<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies.	YP with EHCP do not have appropriate provision	n/a	Reasonable Endeavours have been completed for all YP and recorded and will be re-introduced in cases of remote learning.	SENCo and SENPS Teaching staff	n/a
	Annual reviews.	Annual reviews do not take place	n/a	AR are being conducted on virtual platforms or face to face, according to need.		n/a
	Requests for assessment.	Assessment are not requested	n/a	Review on a regular basis with SAS  SENCO has continued the One Planning process throughout COVID		n/a
<b>Attendance</b>	Approach to supporting attendance for prioritised year groups determined.	Attendance falls YP refuse to travel on Public transport or face barriers on using public transport e.g no capacity on the bus  Parents resist sending YP on public transport	n/a	Attendance Policy to be reviewed and updated (Sept 20) with possible COVID addendum.  LAB meetings to address concerns around attendance.	All staff	n/a

				<p>EM/PT to offer support families in resistance to using public transport.</p> <p>Transport arrangements supported where possible e.g travel training</p> <p>Consideration given to YP who have extensive journeys on public transport.</p> <p><b>CYP must wear face coverings on public transport, unless exempt.</b></p>	5/1/21	
<b>Communication</b>	Information shared with staff around the risk assessment and covid procedures, returning to site, amendments to usual working patterns/practices and groups.	<p>Staff are uninformed and disengaged from re-opening procedures</p> <p>Staff are non-compliant with procedures</p> <p>Staff are forgetful about procedures</p>	M	<p>Regular updates are sent to all staff – email, staff meetings, face to face updates, website updates</p> <p>Risk assessment shared with all staff and published on website</p> <p>Timetables shared with all staff</p> <p>Safeguarding training delivered at the beginning of term</p>	All staff	L

				<p>Sanitiser available in key points and each classroom.</p> <p>Cleaning spray stored safely in each classroom for wiping equipment down.</p> <p>Instructions and guidance (Public Health England) displayed around the centres.</p>		
Any changes significant changes to procedures shared with governors.	Governors are not aware of re-opening plans	n/a	All plans shared at the Management Committee meeting and published on CSS website for reference.	Head Teacher	n/a	
<p>Communications with parents:</p> <ul style="list-style-type: none"> <li>• Significant changes re covid</li> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> </ul>	<p>Families are unaware of re-opening plans and fail to support</p> <p>YP fail to attend</p>	n/a	<p>Families are consulted and communicated with via email, text, phone calls and review meetings.</p> <p>Personal tutors remain in regular contact with families</p> <p>Engagement mentors offer support with attendance and wellbeing</p>	All staff	n/a	

	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home</li> <li>• Travelling to and from school safely</li> </ul>	<p>YP do not adhere to social distancing guidance</p> <p>YP do not attend due to resistance of travelling to and from school on public transport</p>	M	<p>YP are fully informed of changes via Personal Tutor and Engagement mentors.</p> <p>Updates are shared at review meetings</p> <p>Visual reminders are displayed around the centres.</p>	L
	On-going regular communication plans determined to ensure parents are kept well-informed		n/a	Letters, website updates, social media	n/a
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken prioritised.		n/a	COVID agenda item on Virtual management committee meetings	n/a
	<p>Governors are clear on covid procedures, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>		n/a	<p>Covid procedures shared with all Management committee members.</p> <p>Chair available for weekly calls to Head Teacher, or as needed for advice.</p>	n/a
	Certain aspects of governance are on-hold in order to deal with the		n/a	All COVID plans and impact shared in	n/a

	immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			reports to Management committee.		
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.	Costs incurred outside of categories covered by DfE reimbursement will be unaffordable or impact other areas of budget	n/a	Detailed records being kept Budget monitored monthly Savings identified to offset	Business Manager/ Finance Manager	n/a
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Unable to claim DfE reimbursement	n/a	Detailed records being kept Claims to be submitted before deadline	Finance Manager	n/a
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Reduction in income from Exclusions and Positive Referrals negatively impacting on budget and therefore on provision	n/a	Close monitoring of situation Consider new sources of income Look to reduce costs	Business Manager	n/a

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed By and Date	Risk Level Post-Action
Home Testing (lateral flow)	<p>Communication to staff:                      Instructions and tests distributed with clear guidelines on process to follow.                      Reporting systems are shared.                      Distribution of tests are recorded.                      Stock control monitored.                      Internal recording is GDPR compliant.</p>	<p>No engagement with testing programme                      Failure to report test results                      False report of a test.</p>	L	<p>Communicate expectations and importance of following procedures.                       Re supply will not be issued until 7 tests results have been recorded.</p>	<p>Test received and distributed from Monday 25<sup>th</sup> Jan 21.                       Reminders to be sent on expectations.</p>	L