

INVICTUS EDUCATION TRUST

Coronavirus (COVID-19): Risk Assessment Action Plan for school opening from 15th June 2020

SCHOOL NAME: Leasowes High School OPENING OF SCHOOL TO YEAR 10 STUDENTS & ESSENTIAL WORKERS CHILDREN

Assessment conducted by: H Smith	Job title: Facilities & Operation Manager	Risk/Area Covered by this assessment: School opening for Y10 students plus Essential Workers children.
Date of assessment: 12 June 2020	Date of next review: 19 June 2020	Areas reviewed: Leasowes High School

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with students in the above year group **whilst reducing the risk of coronavirus transmission.**

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued in May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk. These have been adapted specifically for the context of Leasowes High School.
Impact:	Could be Low/Medium/High
Likelihood:	Unlikely = Low, Likely = Medium, Highly Likely/Certain = High IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before students return to the setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website/social media is updated. Students updated via classrooms/email/text as necessary. Any change in information to be shared with Trustees and Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	Key staff are reviewing new emails and guidance received on a daily basis.	L	1	SLT	19/06/2020	Headteacher
			Communications, Media & Marketing Director responsible for ensuring web site is updated. Key staff are communicating requirements for web publishing to Comms. Director via email.			SLT/ Comms. Director		Headteacher
			This Risk Assessment will be reviewed and updated on a weekly basis, following updated guidance and review of processes and activities carried out during the preceding days.			F&O		Headteacher
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/students aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all students and all staff working with students are adhering to current advice.</p>	SLT have and will continue to send letters/emails and arrange presentations to parents/staff and students so they are fully informed of the plans to reopen to Year 10 students. Ongoing communications to all as plans change/evolve.	L	1	SLT	19/06/2020	Headteacher
			Regular communication via email and other means is taking place to all staff and will continue as plans change/evolve.			SLT		Headteacher
			Revised risk assessment will be emailed by F&O Manager to Communications, Media & Marketing Director when updated for publishing on school web site.			F&O		Headteacher
			Review of any communication needs taking place daily.			SLT		Headteacher
			Staff instructed to check there emails daily and read all relevant messages.			SLT		Headteacher
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff, students and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy - MAT Infection Control Policy – MAT First Aid Policy – MAT Behaviour policy - School Staff absence reporting procedures All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 	Trust wide policies will be reviewed and amended as necessary by Headquarters	L	1	COO	19/06/2020	CEO
			School based policies reviewed by SLT.			SLT		Headteacher
			Staff provided electronic access to all policies and key policies published on school web site.			SLT		Headteacher
			SLT will continue to send letters/emails and have arranged a presentation to staff so they are fully informed of the plans to reopen to Year 10 students. Ongoing communications via emails and as plans change/evolve.			SLT		Headteacher
			Facilities & Operations Officer are the Health & Safety Responsible person in each school. The COO will be responsible for reporting to PHE. School staff made aware of designated H&S Officer.					

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		<ul style="list-style-type: none"> - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email • Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Students are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell <p>Regular electronic briefings issued to staff.</p> <p>As a result, all staff and students are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>All staff have been issued with Invictus PPE Guidance document.</p> <p>First aiders have been provided with all necessary PPE.</p> <p>Isolation room designated and clearly signed.</p> <p>Infection control Policy provided by MAT HQ</p> <p>Infection control training requirements assessed and carried out.</p> <p>Regular communication via email and other means to all students, parents, staff.</p>			<p>F&O</p> <p>F&O</p> <p>Site Team</p> <p>COO</p> <p>F&O</p> <p>SLT</p>	<p>15/06/2020</p>	<p>Headteacher</p> <p>Headteacher</p> <p>F&O</p> <p>CEO</p> <p>Headteacher</p> <p>Headteacher</p>
Poor hygiene practice – specific - spread of potential infection at the start of the school day.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. • Walk only access to school site for students. Parent’s cars will be allowed on to school site only in limited areas which will be strictly controlled. • Marshalls to control access and outside spaces • Inform each year group and their parents of their allocated times for the beginning and end of their school day. • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival. • Students to be supervised in accessing hand-washing facilities on arrival, ensuring that students’ queue while maintaining social distancing as they wait for facilities • All staff to wash hands on arrival in school and frequently during the school day. 	<p>Regular communication via email and other means to all students, parents, staff to reinforce message regarding infection control.</p> <p>Reception staff to be instructed to prevent access to visitors displaying any symptoms of coronavirus. Incorporated in Standard Operating Procedure for Arrival and Departure from the school.</p> <p>Site team/SLT will ensure site appropriate access is restricted to limited vehicles to avoid drop off congestion.</p> <p>Signage has been displayed to indicate access routes and reminder for social distancing along those routes.</p> <p>Certain corridors/walkways have been marked with 2m distancing lines to aid with queuing.</p>	L	1	<p>SLT</p> <p>F&O</p> <p>Site Team/SLT</p> <p>Site Team</p> <p>Site Team</p>	<p>15/06/2020</p> <p>15/06/2020</p>	<p>Headteacher</p> <p>Headteacher</p> <p>F&O</p> <p>F&O</p> <p>F&O</p>

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		<ul style="list-style-type: none"> Make it clear to staff, parents and students that they cannot congregate at the front of school prior to the start of the school day No school transport will be provided. Parents must make their own arrangements for getting children to and from school Issue information to students in relation to restrictions on their movement around the site Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as students and staff arrive at school.</p>	<p>Signage has been displayed to remind staff to regularly wash hands.</p> <p>Communications sent to parents and students reminding them of the social distancing restrictions and specifically not to congregate at the front of the school.</p> <p>Signage has been displayed to indicate access routes.</p> <p>Site Team/ cleaning staff to make regular toilet inspections to ensure supplies are available.</p> <p>Maximum 25% of year group on any day and staggered timetable to ensure limited numbers of students/parents/staff within proximity of school at any time.</p>			<p>Site Team</p> <p>SLT</p> <p>Site Team</p> <p>Site Team</p>		<p>F&O</p> <p>Headteacher</p> <p>F&O</p> <p>F&O</p>
Poor hygiene practice – specific - end of the school day.	H	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up Inform students and parents of their allocated times for the end of their school day Inform students and their parents of the allocated exit points and pick up points Make it clear to staff, parents and students that they cannot congregate at the front of school prior to the end of the school day. If waiting to collect students, parents are to remain in cars and park safely outside of school premises Make parents and students aware of government recommendations with regard to transport. Inform parents and students of restrictions and plans relating to school transport and potential road closures. <p>As a result, the risk of infection is reduced as students and staff leave school.</p>	<p>Regular communication via email and other means to all students, parents & staff to reinforce infection control measures.</p> <p>Communications to parents informing them of allocated times for the end of the school day and site arrangements.</p> <p>Communications sent to parents and students reminding them of the social distancing restrictions and specifically not to congregate at the front of the school.</p> <p>Students to be instructed regularly to wash hands and used hand sanitizer on entry/exit of classroom plus on arrival and exiting the school.</p> <p>Front of school will be monitored by SLT to ensure no congregations of persons at the start and end of the day.</p> <p>Maximum 25% of year group and staggered timetable to ensure limited numbers of students/parents/staff within proximity of school at any time.</p>	L	1	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>15/06/2020</p> <p>15/06/2020</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>
Poor hygiene practice in school - general	H	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, students, parents and visitors of the hygiene practice required in school (e.g. washing hands regularly) Students to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds Teachers to reiterate key messages in class-time (when directed) to students to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. 	<p>Where possible government posters/signage have been used for consistency in school.</p> <p>Various poster including Symptoms/How to Wash Hands/2m Distancing/Sanitizing of Equipment are displayed around the school.</p> <p>Regular communication via email and other means to all students, parents & staff to reinforce infection control measures.</p>	L	1	<p>Site Team</p> <p>SLT</p>		<p>F&O</p> <p>Headteacher</p>

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		<ul style="list-style-type: none"> Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, classrooms and other key locations for staff, students and visitors Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas Hand washing facilities are supervised by staff when students are washing their hands to avoid overcrowding in hand washing areas Students will bring in their own refreshments and food, cups etc. No crockery/utensils will be available or shared by students Staff to bring in their own crockery/utensils, no crockery/utensils will be shared by staff. Students/Staff are responsible for thoroughly cleaning their own crockery/utensils Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day regularly and paper/hand towels are refilled regularly <p>As a result, all students and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	<p>Infection Control Policy to be distributed by HQ</p> <p>Site team are regularly checking to ensure adequate supplies are available for students and staff.</p> <p>Staff will limit students access to toilets such that only one student uses each toilet at any one time.</p> <p>Communications to students & parents have made clear that no food will be provided by the school.</p> <p>Communications to staff in presentations to make clear no crockery/utensils to be shared by staff.</p> <p>Consistent rota of cleaning of areas in use in addition to full start/end of day clean by cleaners/site team.</p>			<p>COO</p> <p>Site Team</p> <p>SLT</p> <p>SLT</p> <p>F&O</p>	15/06/2020	<p>CEO</p> <p>F&O</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> Clear signage in place regarding social distancing Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Areas touched to be wiped down Discourage parents from entering the school building Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – stagger start times for staff where possible. <p>As a result, reception staff are protected.</p>	<p>Where possible government posters/signage has been used for consistency in school.</p> <p>Routes to classrooms used will remain outdoors where possible and have been marked with 2m social distancing lines.</p> <p>Maximum 25% of year group and staggered timetable to ensure limited numbers of students/staff accessing the school at any time.</p> <p>Reception seating cordoned off to prevent use.</p> <p>Reception staff made alert to prevent look out for anyone entering the school with Covid-19 symptoms.</p> <p>SLT ensuring that information is regularly shared with parents.</p>	M	1	<p>F&O</p> <p>Site Team</p> <p>Site Team</p> <p>F&O</p> <p>F&O</p> <p>SLT</p>	15/06/2020	<p>Headteacher</p> <p>F&O</p> <p>F&O</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing Tissues/hand sanitiser to be available in office locations Staff to wash hands on arrival at school Each individual is responsible for wiping down their own work area before and after use. 	<p>Standard Operating Procedure produced and communicated to staff covering staffroom and offices.</p> <p>Signage has been displayed to instruct staff to wipe down equipment after use.</p>	L	1	<p>Headteacher</p> <p>Site Team</p>		<p>CEO</p> <p>F&O</p>

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		As a result, office practice in office spaces limits the risk of the spread of any infection.						
Poor hygiene practice – specific – toilet/changing facilities.	H	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting students with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures <insert here> Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and students.</p>	Students who require this level of personal care will not be able to attend school due to the high risk of transmission of coronavirus infection to staff.	L	1	SENCo		Headteacher
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Whilst students are at breaktime/lunchtime, Site Team to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards. Disposable gloves/wipes/sprays are next to photocopiers/printers etc Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>	<p>F&O plus SLT to regularly carry out school walk through to monitor standards of cleaning and identify additional cleaning measures.</p> <p>Site team are providing additional cleaning support as required.</p> <p>Cleaners have been issued with Government generated Covid-19 Guidance on cleaning in a non-healthcare setting.</p>	L	1	F&O/SLT Site Team Cleaning Staff		Headteacher F&O F&O
Ill health in school	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss of taste/smell, high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell 	<p>Regular ongoing communication via email and other means to all staff.</p> <p>Staff reminded regularly of the symptoms of the virus and guidance provided.</p> <p>Posters displaying symptoms shown around school site.</p> <p>Site team are monitoring stocks of PPE and initiate orders as required.</p> <p>Invictus PPE Policy published for all staff awareness.</p>	M	2	SLT Site Team Site Team		Headteacher F&O F&O

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		<ul style="list-style-type: none"> All staff are informed of the procedure in school relating a pupil becoming unwell in school All staff advised of the procedure in school if a member of staff becomes unwell. Ensure all staff absences are appropriately recorded. Any pupil who displays signs of being unwell is immediately referred to the school first aider and arrangements made to be sent home. Any staff member who displays signs of being unwell immediately refers themselves to school first aider and is sent home Where the named person is unavailable, staff ensure that any unwell students are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing If a staff/pupil needs to use the bathroom, they should use a separate bathroom which will be cleaned after use. Students/staff displaying symptoms of coronavirus do not come in to contact with other staff/students A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained If contact with a staff member or child is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn The relevant member of staff calls for emergency assistance immediately if the staff/student's symptoms worsen Unwell students who are waiting to go home are supervised in an area where they can be at least two metres away from others Areas used by unwell students who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>	<p>Covid-19 Standard Operating Procedures communicated to staff incorporating procedure for dealing with ill health in school.</p> <p>Medical isolation rooms to be identified, set up and clearly signed. One for Covid-19 and one for general first aid plus back up Covid-19 medical isolation room.</p> <p>Form & Process to be produced by HQ for those with suspected Covid-19 symptoms to ensure appropriate guidance is provided, testing carried out plus results are communicated to school.</p> <p>Designated bathroom to be identified nearby Covid-19 isolation room. Where not possible any toilet used by an individual with Covid-19 symptoms will be clearly defined as restricted from use until deep cleaned.</p> <p>PPE to be made available close to isolation rooms and to first aiders.</p> <p>Cleaning staff to adhere to Covid-19 Guidance on cleaning in Non-Healthcare for cleaning of areas used by those with suspected symptoms of Covid-19. Signage produced to clearly identify Covid-19 isolation room status as 'to be cleaned' or 'clean'.</p>			<p>SLT</p> <p>F&O</p> <p>COO</p> <p>F&O</p> <p>F&O</p> <p>F&O</p>	15/06/2020	<p>Headteacher</p> <p>Headteacher</p> <p>CEO</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>
A student is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 14 days The COO will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. 	<p>Form & Process to be produced by HQ for those with suspected Covid-19 symptoms to ensure appropriate guidance is provided, testing carried out plus results are communicated to school.</p> <p>SLT to review suspected cases to ensure Covid-19 test results are communicated to the school.</p> <p>COO is responsible for contacting PHE.</p>	L	1	COO	15/06/2020	CEO

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		As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.	SLT to report this through the daily DFE register as required.			SLT		Headteacher
A member of Staff is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> Staff are required to undertaken a Coronavirus test. Results of the Test must be shared with the school immediately upon receipt. If member of staff is tested positive to Coronavirus then COO will report to PHE. Then PHE's local protection teams will conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<p>Form & Process to be produced by HQ for those with suspected Covid-19 symptoms to ensure appropriate guidance is provided, testing carried out plus results are communicated to school.</p> <p>COO is responsible for contacting PHE</p> <p>SLT to report this through the daily DFE register as required.</p>	L	1	COO	15/06/2020	CEO
Poor management of pupil numbers reduces the ability of students and staff to practice social distancing.	H	<ul style="list-style-type: none"> Leaders to identify and communicate clearly to parents and students who is to attend and the times they are to attend. Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that students can remain 2 metres apart where practicable Timetable reviewed and refreshed and programme communicated to teachers and staff Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms Leaders to consider how best to supplement remote education with face-to-face support for students. <p>As a result, staff and students are clear about where they should be, the times that they should be there and what they are delivering.</p>	<p>SLT have sent letters/emails and arranged presentations to parents/staff and students so they are fully informed of the plans to reopen to Year 10 students. Ongoing communications to all as plans change/evolve.</p> <p>Maximum 25% of year group on any day and staggered timetable to ensure limited numbers of students.</p> <p>Only defined areas of the school to be used, signage is clear, desk spacing arranged and flooring marked to aid social distancing.</p> <p>Online home learning to continue for all year groups.</p>	L	1	SLT		Headteacher
						Headteacher		CEO
						F&O		Headteacher
						Headteacher		CEO
Insufficient staff to run face-to-sessions for students.	H	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school Leaders to ensure that the clinically extremely vulnerable are not in attendance at school Leaders to ensure that the clinically vulnerable are working from home or offered the safest available on-site roles where possible Protocols for staff to inform leaders if they need to self-isolate are clearly in place 	<p>Invictus HR have compiled list of employees who are clinically extremely vulnerable and clinically vulnerable, to be shared with the school.</p> <p>Clinically extremely vulnerable staff informed not to return to work at the school site. Working from home where possible.</p> <p>Risk assessments of roles to be made for return to work of those staff who are clinically vulnerable.</p> <p>SLT have sent out emails and have arranged meetings for staff so they are fully informed of the plans to reopen to Year 10 students. Ongoing communications to all as plans change/evolve.</p>	L	1	HR Director		COO
						Line Managers		Headteacher
						Line Managers		Headteacher
						SLT		Headteacher

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		<ul style="list-style-type: none"> Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for students.</p>	Maximum 25% of year group on any day and staggered timetable to ensure limited numbers of students and thus sufficient staff availability.			Headteacher		CEO
Student movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> Staggered starts to be put in place for breaktime and lunchtime One-way circulation where possible to be put in place for students arriving and leaving shared lunch space/lessons. Allocated outdoor areas for each year group to be identified for breaktime and lunchtime Lunchtime to be staggered for different groups. Students advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited Students to be supervised in washing hands before and after lunch In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. No food will be available for purchasing. All staff and students will be required to bring in their own refreshments and lunch. Tables to be cleaned between year groups using lunchtime facilities Students who bring a packed lunch, may eat in classrooms to reduce movement and maintain social distancing. <p>As a result, the risk of infection during unstructured time is reduced.</p>	<p>Maximum 25% of year group on any day and staggered timetable to ensure limited numbers of students moving around site.</p> <p>SLT have sent out emails and arranged meetings for staff so they are fully informed of the plans to reopen to Year 10 students. Ongoing communications to all as plans change/evolve.</p> <p>Separate defined area for students by for breaks/lunch, signage displayed.</p> <p>Staff to prohibit the use of any balls/play equipment.</p> <p>Students will eat at their own desk within classroom. Students not in school during lunchtime, but may be appropriate if it is wet at breaktime.</p> <p>Signage on benches and tables displayed.</p> <p>Kitchens closed, no food sold on site, students and staff informed that refreshments consumed on site must be brought from home.</p> <p>Essential Workers children and Y10 students will not use the same areas.</p> <p>Students will remain at their own assigned desk for all lessons and will not change desk during the day.</p>	L	1	<p>Headteacher</p> <p>SLT</p> <p>F&O</p> <p>SLT</p> <p>SLT</p> <p>F&O</p> <p>SLT</p>		<p>CEO</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>
Spread of infection in classrooms/shared areas.	H	<ul style="list-style-type: none"> All unnecessary items to be removed from classrooms and learning environments and stored elsewhere All soft furnishings and items that are hard to clean to be removed Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart and group sizes not exceeding 15 Students to be directed to specific seats in classrooms and to maintain seats during the day as far as possible Tissues and hand sanitiser to be located in each classroom/learning space Bins to be emptied at least twice daily in classrooms. Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open 	<p>Unnecessary items removed from classrooms.</p> <p>Soft furnishings removed or cordoned off to prevent use.</p> <p>Maximum class sizes restricted to numbers that can be seated when 2m from others, desks to be laid out and seating marked or removed to ensure adherence.</p> <p>Students to be directed to use the same classroom seat and desk for the duration of their day at school.</p> <p>Hand-sanitiser stations set up at door of each classroom as well as in other areas of the school.</p> <p>Bins to be emptied by site team during breaks.</p>	M	1	<p>F&O</p> <p>F&O</p> <p>SLT</p> <p>F&O</p> <p>F&O</p>	15/06/2020	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>

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		<ul style="list-style-type: none"> Where possible, windows to be opened to provide ventilation. Inform all the students that they must not any equipment to school (stationery, calculators etc) to reduce the risk of infection. All will be provided by the school. Students/staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use Shared teaching resources to be cleaned prior to and after use. If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing at all times Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc Staff must wash and dry their own cups, plates and utensils, using disposable towels. <p>As a result, the risk of infection to staff and students in classrooms is reduced.</p>	<p>As weather permits relevant classroom windows to be opened by site team during unlocking at the start of the day.</p> <p>Equipment pack will be defined for each student and maintained within the school for the use of one specific child only.</p> <p>IT equipment will not be used by Y10 students. Wipes provided for staff to clean keyboard, mouse and desk before and after use.</p> <p>Teachers to use their individual set of board marker etc. to be sanitized at the end of each day.</p> <p>Gloves made available to site team for removal of items as necessary.</p> <p>Signage displayed in all areas to promote adherence to Covid-19 guidance.</p> <p>Wipes and signage displayed next to shared photocopiers to facilitate cleaning before and after use.</p> <p>Staff instructed to avoid sharing keyboards/telephones and wipe down equipment before and after use.</p>			F&O SLT F&O SLT F&O F&O F&O	15/06/2020	Headteacher Headteacher Headteacher Headteacher Headteacher Headteacher
Poor pupil behaviour increases the risk of the spread of the infection.	H	<ul style="list-style-type: none"> Students are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to students and parents. Behaviour policy is adjusted as a consequence Students' individual behaviour plans are reviewed and specific control measures identified and shared with students and staff where necessary. <p>As a result, students and staff understand the behaviour policy/individual plans in context.</p>	<p>School code of conduct and behaviour policy underpins expectations.</p> <p>Students provided with clear virus-related additions to policy.</p> <p>Shared with parents, students and staff regularly and daily as appropriate, included at initial meeting and stated within the Parental Guide.</p>	L	1	SLT SLT		Headteacher Headteacher
Students with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> Leaders and staff should review individual students' handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Review individual communication plans where close proximity is expected e.g. on-body signing 	<p>Students requiring additional support are identified and additional information provided in an accessible format with aide memoir for each student</p> <p>Individual telephone conversations with relevant parents and students prior to starting</p>					

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		<ul style="list-style-type: none"> Plans should be understood, shared and followed consistently by all staff working with those students Prepare additional social stories to support students with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and students prior to students returning to school. <p>As a result, students with complex needs are well supported.</p>						
Vulnerable students and students with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of students returning to school Agree what returning support is available to students with SEND in conjunction with families and other agencies. <p>As a result, students with SEND and those concerned about returning to school are well supported.</p>	<p>Teaching Assistant briefed regarding student needs</p> <p>Teaching staff for each group to be made aware of SEND pupils and their needs</p> <p>Form time and PSHCE provision to address mental health concerns</p> <p>Teaching Assistant allocated to each class</p> <p>Involvement with other agencies as necessary</p>					
Increased number of safeguarding concerns reported after lockdown.	H	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning students Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	<p>Designated Safeguarding Lead (DSL) sharing information as required.</p> <p>Pastoral Support Managers (PSM) are supporting calls to vulnerable families and supporting visits to homes as required, maintaining a social distance at all times.</p> <p>Virtual meetings with Social Care/Children's Service being supported by the DSL and/or keyworker.</p>	L	1	Designated Safeguarding Lead		Headteacher
Emergency evacuation due to fire etc.	H	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained Leaders to communicate procedures to all staff Classroom staff will be responsible for the safe evacuation of the classroom Staff to try and maintain social distancing whilst evacuating students Staff to evacuate to assembly point Staff to communicate emergency evacuation procedures to students at the beginning of each day. No re-entry of buildings until instructed <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<p>All fire escapes remain in use and lower numbers of persons on site should enable a swifter evacuation of the site.</p> <p>Evacuation Assembly Point clearly marked with 2m distancing lines for assembly within social distancing guidance.</p> <p>Evacuation drill to be carried out to ensure emergency evacuation procedure under social distancing guidance is clear on first day of entry and reminder if new students arrive. This to be done with keyworkers as well as remaining year 10s.</p> <p>Fire doors may remain open at certain points to minimise risk of spread of Covid-19 through door handles.</p>	L	1	F&O F&O	15/06/2020	Headteacher Headteacher

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Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school • Agree arrival and departure times with contractors to ensure that there is no contact with staff or students • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Contractors to provide school with copy of their Safer Working Practices to ensure they are managing work sites in line with Government advice. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>	<p>Where possible contractors/visitors will remain external to the school and only come internally as necessary.</p> <p>Where possible contractors/visitors will be met in outdoor areas.</p> <p>Hand-Sanitiser provided in reception for all contractors/visitors use, along with signage and request by school receptionist that hands are sanitised on entry to the school.</p> <p>Cleaners will be informed of areas contractors are using so that these can be cleaned when vacated.</p> <p>Site Team/Reception instructed of procedure for dealing with deliveries.</p> <p>Cleaners informed of locations of deliveries to ensure areas appropriately cleaned.</p>	M	1	<p style="text-align: center;">F&O</p>		<p style="text-align: center;">Headteacher</p>

[School-specific arrangements covered by the Covid-19 Standard Operating Procedures:](#)

Capacity and organisation of teaching spaces

Arrival to and departure from school

Movement around the school

Classroom allocations

Timetable arrangements

Role of teaching assistants

Breaktime plan

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Lunchtime plan

Catering staff

Cleaning

Toilets

Staffroom and offices

Transport

Classroom expectations

Pupil expectations

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Students' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with students with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>