

# School Reopening Risk Assessment and Action Plan

## September 2020

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Version 1.5 (5 January 2021)



**Formby High School**  
'Determined to Achieve'

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**Risk Assessment Matrix**

**Likelihood**

Rare	Unlikely	Possible	Likely
1	2	3	4

**Impact**

Almost None	Minor	Moderate	Major
1	2	3	4

**Overall Level of Risk (likelihood x impact)**

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

No or Minimal Risk	Low Risk	Medium Risk	High Risk	Extremely High Risk
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Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
Buildings and facilities are safe for students and staff to return for full reopening	Buildings are compliant with health & safety requirements.	<p>Premises and utilities have been health &amp; safety checked to ensure students and staff are safe to return after school closure period. Checks to include:</p> <ul style="list-style-type: none"> <li>• Water treatment / legionella testing</li> <li>• No leaks in water system and access to hot water throughout the site</li> <li>• Fire alarm system</li> <li>• Ventilation throughout the buildings</li> <li>• Fixed wire test and PAT testing are up to date</li> <li>• Emergency lighting</li> <li>• Site security</li> <li>• Inspection of lifts</li> <li>• Inspection of asbestos to ensure not disturbed</li> <li>• Computers and ICT equipment accessible to students and staff is safe to use</li> <li>• Boiler / heating system checked</li> <li>• Fridges and freezers cleared and cleaned with any old stock removed</li> <li>• Grounds maintenance work undertaken</li> <li>• Repair work to buildings carried out / risk areas isolated</li> <li>• Any other statutory inspections undertaken</li> <li>• Pest infestation such as rodents and nesting birds leading to contamination of harmful bacteria</li> </ul> <p>Insurance cover in place for full reopening arrangements.</p>	3 x 3 = 9	DMA SWL MLE	24.08.20	1 x 3 = 3
	Buildings have been adequately cleaned.	<ul style="list-style-type: none"> <li>• In collaboration with the cleaning contractor, a thorough clean of all buildings will be undertaken from 17 August 2020, including a partial deep clean of priority areas in accordance with the government guidance below.</li> </ul> <p><a href="#">cleaning of non-healthcare settings</a></p> <ul style="list-style-type: none"> <li>• Deep clean and sanitisation of high contact points throughout the school site (including keypads, door handles and ICT equipment).</li> </ul>				

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<ul style="list-style-type: none"> <li>• Use of Zoono 30-day protection product on all high contact areas and spaces being used by students from different bubbles (including all practical classrooms and PE changing rooms).</li> <li>• Thorough cleaning of all areas will take place in readiness for students / staff returning at the beginning of each new term.</li> </ul>				
	Office spaces allow office-based staff to work safely.	<ul style="list-style-type: none"> <li>• Office occupancy to be limited to one person unless it is possible for clear social distancing to occur. No more than three in any one office at any one time.</li> <li>• If occupied by more than one person, the maximum possible distance between occupants must be achieved (2m where possible and never less than 1m). Where distance between colleagues is less than 2m, contact should be limited to 15 minutes and the use of masks/visor and 'sneeze screen' is essential.</li> <li>• Doors and windows to remain open to maximise ventilation.</li> <li>• Work areas to be sanitised at beginning and end of work period. Any shared workspaces must be wiped down before and after use.</li> <li>• Sanitiser gel and antibacterial spray to be located in all offices.</li> <li>• Windows must remain open to ensure appropriate ventilation.</li> <li>• Individual risk assessment of all clinically vulnerable and clinically extremely vulnerable office-based employees to ensure relevant control measures are introduced.</li> <li>• No stationery to be shared by colleagues.</li> <li>• 'Sneeze screens' in offices where deemed necessary (for example, where employees face one another).</li> <li>• General Office access for office staff only (no access to copiers for non-office staff).</li> <li>• Office staff will provide contents of pigeon holes to staff on request via the stable door.</li> <li>• 'Sneeze screen' on the General Office reception desk.</li> </ul>	3 x 3 = 9	DMA SWL	24.08.20	1 x 3 = 3

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	Safe entry and exit routes to the school are in place, and students able to circulate effectively within buildings.	<ul style="list-style-type: none"> <li>• Student bubbles assigned different entry / exit gates for arrival to / departure from campus.</li> <li>• Student bubbles assigned different arrival / departure times.</li> <li>• Students restricted to bubbles for most of the school day. When necessary to leave bubble (for example, for lunch or practical lesson, students will be provided with route to follow).</li> <li>• Circulation plan for each building developed and shared with staff / students.</li> <li>• Signage to support way finding posted around buildings.</li> <li>• Where possible, corridors / staircases are designated one-way routes.</li> <li>• At the start of the school year, students will be welcomed at the gate on arrival and directed to relevant building.</li> <li>• Staff based in bubbles to supervise students during lesson changeovers.</li> <li>• Duty supervision rota to ensure effective supervision of students on arrival, morning break, lunch and when leaving at the end of the day.</li> <li>• Supervision of toilet blocks to limit number of students using facilities at any one time.</li> <li>• L Building to be organised into two distinct zones: Year 12 on left hand side of building and Year 13 on right hand side of building (toilets, staircases and classrooms). The Gym to be organised into distinct areas for Years 12 and 13.</li> </ul>	4 x 3 = 12	DMA SWL SCO	28.08.20 and ongoing thereafter	2 x 3 = 6
	Premises lettings and how these are managed.	<ul style="list-style-type: none"> <li>• Lettings to recommence from 1 September.</li> <li>• Effective pre- and post-lettings cleaning will be in place.</li> <li>• Hirers to risk assess activities and share with school prior to recommencing. Risk assessments to be regularly updated to reflect national measures.</li> <li>• QR codes to be established at all lettings entry points to meet track and trace responsibilities.</li> </ul>	3 x 4 = 12	EDV SWL	01.09.20 and ongoing thereafter	2 x 2 = 4
	Safe delivery of goods to school.	<ul style="list-style-type: none"> <li>• Where possible, all delivery drivers to contact school (Finance Department or Site Team) by telephone in advance of delivery to arrange safe drop off of goods.</li> <li>• Social distancing to be maintained at all times.</li> </ul>	3 x 3 = 9	SWLSWL	Ongoing	1 x 3 = 3

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<ul style="list-style-type: none"> <li>Catering contractor to ensure Covid-secure procedures for deliveries to school kitchens.</li> <li>No delivery vehicles on site during morning break (11.10-11.25) and Year 7 lunch break (12.25-12.55).</li> </ul>				
<b>Emergency evacuation</b>	It is possible, in the event of the fire alarm sounding, for a safe evacuation to be carried out, ensuring bubbles are not compromised and social distancing is maintained.	<ul style="list-style-type: none"> <li>Fire evacuation procedure redrafted on the basis of bubbles congregating in different locations around the school site and the need to maintain social distancing for adults.</li> <li>Fire drill completed in within first two weeks of school year to test and refine bubble evacuations.</li> <li>Students and staff to be issued with clear guidance re: evacuation routes from buildings.</li> <li>Redrafted procedure shared and discussed with all staff and students accordingly.</li> <li>All staff to sign in / out electronically at reception on arrival / departure with fire register printed via InVentry.</li> <li>Students who arrive late / leave during a school session to sign in / out electronically at reception.</li> <li>Social distancing from adults to be maintained throughout evacuation, roll call and re-entry to buildings.</li> <li>Arrangements are in place to support students with additional needs.</li> </ul>	4 x 3 = 12	LFO DMA	28.08.20	1 x 3 = 3
<b>Cleaning, sanitisation and waste disposal</b>	Enhanced cleaning regime is in place to reduce the risk of infection spread.	<ul style="list-style-type: none"> <li>All classrooms to be wiped down by students / teachers at the end of each lesson with wipes safely discarded.</li> <li>Zoono 30-day protection to be provided in more difficult to clean areas and those being used by students across bubbles (for example, ICT suites, practical teaching rooms, PE changing rooms).</li> <li>Agreement with cleaning contractor for routine daily cleaning of all areas occupied by students and staff.</li> <li>Deployment of FHS Housekeeping team to frequently clean high contact points throughout the school day and clean areas used by students from different bubbles in between use.</li> <li>Dining areas to be thoroughly cleaned in between sittings.</li> </ul>	4 x 3 = 12	SWLSWL	Ongoing	2 x 3 = 6

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<ul style="list-style-type: none"> <li>• Provision of antibacterial spray in all rooms with guidance to students on wiping down work areas at the end of each lesson.</li> <li>• Regular checking of toilets / washbasins to ensure sufficient liquid soap and paper towels (if required).</li> <li>• A higher level cleaning regime to be implemented in the first aid room.</li> <li>• In the event of a Covid-19 case, enhanced cleaning to take place in accordance with government guidance (<a href="#">decontamination guidance</a>).</li> </ul>				
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<ul style="list-style-type: none"> <li>• Covid-19 cleaning regime included in scoring matrix for cleaning contractor tender process.</li> <li>• Finance Manager to liaise with cleaning contractor to ensure adequately sized team of cleaners is on site each day.</li> <li>• Daily checks carried out by Finance Manager with the cleaning team supervisor to ensure high standards of cleanliness across all accessible areas.</li> </ul>	4 x 3 = 12	SWL	Ongoing	2 x 3 = 6
	Adequate cleaning supplies and facilities around the school are in place with arrangements for longer-term continuation of supplies in place.	<ul style="list-style-type: none"> <li>• Sufficient supplies of hand sanitiser, tissues, antibacterial wipes, high contact sanitisation product are ordered in advance of school reopening with supplies distributed to all rooms that will be used around school.</li> <li>• Stock levels to be regularly reviewed by the Finance Manager / Caretakers with orders placed as required.</li> <li>• Additional budget for 2020-21 financial year allocated.</li> <li>• Wall-mounted sanitiser gel dispensers to be located at entrance points to all buildings.</li> <li>• Hand sanitiser stations to be located at each entrance gate for students to use on arrival.</li> <li>• Hand sanitiser and signage to be located at reception.</li> <li>• Students and staff to be given clear guidance re: hand and respiratory hygiene.</li> <li>• Hand sanitiser to be located next to all MFDs which should be wiped down after use.</li> </ul>	4 x 3 = 12	SWL	28.08.20 and ongoing thereafter	2 x 3 = 6



Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	Sufficient time is available for the enhanced cleaning regime to take place.	<ul style="list-style-type: none"> <li>Revised cleaning schedules to be agreed with cleaning contractor to ensure sufficient time available to clean each day during the full reopening phase.</li> </ul>	3 x 3 = 9	SWL	28.08.20 and ongoing thereafter	1 x 3 = 3
	Waste disposal process in place for potentially contaminated waste.	<ul style="list-style-type: none"> <li>All cleaning waste products (wipes, disposable tissues, etc) to be disposed of in swing bins located in all rooms.</li> <li>All bins to have lids.</li> <li>Bins to be emptied twice per day. Black bags to be hand tied and stored in the secure bin area whilst awaiting collection.</li> <li>Covid-19 contaminated waste to be disposed of in accordance with government guidance (<a href="#">contamination guidance</a>).</li> <li>Ensure regular bin collection from Sefton Council.</li> </ul>	4 x 4 = 16	SWL	Ongoing	2 x 3 = 6
<b>Management of students and staff on site to minimise risk and spread of infection</b>	Students' circulation and contact with others will be limited throughout their time on the school site.	<ul style="list-style-type: none"> <li>Students will be organised into year group-based bubbles (with Years 12 and 13 in one bubble but separated teaching, circulation and communal areas).</li> <li>Each bubble allocated a base across the school.</li> <li>Each bubble to have designated toilets for use only by that year group.</li> <li>Each bubble will be overseen by a member of the SLT and a team of pastoral staff.</li> <li>School lockers not to be used.</li> <li>Lessons to be taught within the bubble (with the exception of PE lessons for all year groups and practical lessons for Years 9 to 13).</li> <li>Students to remain within bubble during morning break with the exception of Year 11 who will access the Dining Room.</li> <li>Students to have staggered lunch breaks (30 minutes during Period 4) with only two bubbles on lunch at the same time.</li> <li>Year groups on lunch to be designated their own location for queuing, dining room, outdoor eating area and play area on the MUGA.</li> </ul>	4 x 3 = 12	KBL SCO PSL	24.08.20	3 x 3 = 9

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<ul style="list-style-type: none"> <li>• Each bubble to be assigned an entry / exit gate (Freshfield Road (left), Freshfield Road (right) or Long Lane.</li> <li>• On arrival, students to go to their bubble.</li> <li>• Start / end to the school day staggered (Years 7, 10 and 11 8:55am to 3:00pm; Years 8, 9, 12 and 13 9:05am to 3:10pm) to reduce likelihood of integration between bubbles.</li> <li>• No extra-curricular activities scheduled for September 2020. To be reviewed after first month with a view to introducing on a 'within year group' basis.</li> <li>• Soft launch of extra-curricular activities to be introduced in early October 2020.</li> <li>• Homework Club to operate for Years 7 to 10 within their bubble.</li> <li>• School Library will close temporarily (with a pop-up facility available to Year 7 students).</li> <li>• Any assemblies will be confined to individual year groups.</li> <li>• Any student returning from a managed move or joining the school on a managed move will be required to undertake serial testing for seven school days.</li> <li>• All students attending Open School will be tested weekly. On 20 January the Government paused serial testing for those identified as close contacts who will now be required to self-isolate according to current guidelines.</li> <li>• On 27 January the Government removed the requirement for confirmatory PCR tests for all positive LFD test results, now requiring immediate self-isolation according to current guidelines.</li> <li>• Mass testing will resume for all students prior to first attendance at school upon re-opening.</li> </ul>				

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	<p>Staff will need to be able to adequately socially distance during scheduled lessons as well as in between, on arrival to / departure from lessons.</p>	<ul style="list-style-type: none"> <li>• Individual risk assessments conducted with clinically vulnerable or clinically extremely vulnerable teachers to enable them, in particular, to socially distance from students and other adults with the necessary control measures being introduced.</li> <li>• As best as possible, classrooms have been allocated on the basis of teaching group size to allow for the teacher to socially distance.</li> <li>• Clinically vulnerable or clinically extremely vulnerable teachers have been assigned the biggest teaching rooms within each bubble.</li> <li>• Sixth Form lessons taught in L Building rooms that can only accommodate smaller numbers of students.</li> <li>• A minimum two metre gap created between the teacher's desk and the students' desks.</li> <li>• Teachers will be expected to 'teach from the front of the class' and make use of resources such as visualisers / mini-whiteboards to support this.</li> <li>• To reduce traffic on corridors, at the start of each lesson, students will be asked to enter the classroom and follow the start of lesson protocol whilst waiting for their teacher to arrive.</li> <li>• Covid-19 posters displayed visibly in all teaching spaces and public areas around the school site.</li> <li>• Network wallpaper redesigned to promote Covid-security.</li> <li>• Pop-up banners will be located in prominent positions promoting Covid-security.</li> <li>• Due to evidence of greater risk of infection amongst members of the BAME community, contact will be made with the parents of BAME students to discuss their safe return to school.</li> </ul>	4 x 3 = 12	KBL SCO PSL	24.08.20 and ongoing thereafter	3 x 3 = 9

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	Classrooms will be managed and organised to reduce the likelihood of infection spreading.	<ul style="list-style-type: none"> <li>• Furniture in classrooms reorganised to allow students to face forward.</li> <li>• In practical subjects, where necessary, furniture reorganised to facilitate social distancing.</li> <li>• Students will remain seated at their desks during lessons.</li> <li>• Students will be expected to arrive / depart from lessons in an orderly manner, adhering to designated entry and exit routes and guidance re: movement within their designated building.</li> <li>• Students will be expected to have their own equipment and it is not to be shared during lessons.</li> <li>• All students will be issued with their own mini-whiteboard, pen and eraser to support formative assessment and negate the need for sharing.</li> <li>• Where materials are shared (for example, textbooks) they should be thoroughly wiped down by students at the end of a lesson.</li> <li>• Soft items should be removed from classrooms and classrooms must remain clutter free with clear work surfaces.</li> <li>• Classrooms windows and doors must be kept open to maximise ventilation.</li> <li>• All practical subjects (PE, Creative Arts and Technology) will carry out their own risk assessment and implement the necessary control measures to reduce the likelihood of infection spread.</li> <li>• Students will be asked to wear PE kit to school on days where PE lessons timetabled. At all other times (fixtures or extra-curricular activities), students must change in silence in the PE changing rooms to reduce the risk of aerosol transmission. In addition, PE changing room windows will be kept open to improve ventilation and students will wear face masks whilst changing.</li> <li>• Teachers and students to follow end of lesson 'safe, clean and tidy' protocol (issued January 2021).</li> </ul>	4 x 3 = 12	SWL DMADMA SLs/CLs Teaching Staff	24.08.20	3 x 3 = 9

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	<p>Information shared with parents and staff regarding students and staff travelling to school, encouraging walking / cycling and avoiding public transport as much as possible.</p>	<ul style="list-style-type: none"> <li>Letter to parents prior to full reopening to outline reopening plans and procedures, and expectations of students.</li> <li>Letter to include arrangements for travel to and from school: cycle, walk or lift by car. Students to avoid using public transport.</li> </ul> <p><a href="#">safer travel guidance for passengers</a></p> <ul style="list-style-type: none"> <li>If it is necessary for students to travel by public transport, they will be asked to follow the travel providers' safety measures and, if necessary, dispose of their face mask in accordance with government guidance.</li> <li>Prominent use of transport advisory materials on website, letters and social media.</li> </ul> <p><a href="#">DfT safer transport campaign for schools</a></p> <ul style="list-style-type: none"> <li>All students, regardless of means of transport to school, to wash hands / sanitise upon arrival.</li> <li>Staff guided to walk / cycle to work, avoid public transport if possible and not car share if travelling by car.</li> </ul>	3 x 3 = 9	DMA LFO	28.08.20	1 x 3 = 3
	<p>'Bubble Basics' communicated with parents, including approach to breaches.</p>	<ul style="list-style-type: none"> <li>Letter to parents to outline arrangements for bubbles and other health &amp; safety measures.</li> <li>Behaviour Policy redrafted, with focus on 'four by four' and 'Bubble Basics'.</li> <li>Letter to reference annex to Behaviour Policy (see below) and potential consequences if breached.</li> <li>Students to receive an easy to understand infographic containing 'need to know' information regarding full reopening.</li> <li>Letter to state that students should not attend school if displaying symptoms and should follow advice to self-isolate.</li> <li>'Bubble Basics' reinforced to all students at beginning of Spring term via Daily Notes.</li> </ul>	3 x 3 = 9	DMA KBL LFO	28.08.20	2 x 3 = 6

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	Approach to avoiding students entering school congregating and breaching social distancing is in place.	<ul style="list-style-type: none"> <li>To reduce likelihood of congregation, students will be asked to arrive for their designated start time and not before.</li> <li>Upon arrival, students directed to go to their bubble for either tutor period or Period One where their teachers will meet them.</li> <li>Bike sheds to be supervised to ensure no congregation and 'one in, one out' system followed.</li> <li>Duty staff to patrol site prior to lessons beginning to ensure students do not integrate across different year groups.</li> </ul>	3 x 3 = 9	KBL	28.08.20 and ongoing thereafter	2 x 3 = 6
	Approach to potential breaches of 'four by four' and 'bubble basics' in place, including for repeat or deliberate breaches.	<ul style="list-style-type: none"> <li>Annex to be drafted to the school's Behaviour Policy and shared with students, parents and staff prior to reopening.</li> <li>Annex to contain appropriate consequences for students who do not adhere to procedures / expectations related to 'four by four' and 'bubble basics'.</li> <li>Parental engagement will take place with students who persistently breach the policy.</li> <li>Where students who present greatest risk in terms of not adhering to social distancing and other measures, they will be risk assessed individually.</li> </ul>	3 x 3 = 9	KBL	28.08.20	2 x 3 = 6
	A plan is in place to manage assemblies.	<ul style="list-style-type: none"> <li>Students will have one 'welcome and orientation' assembly upon their return to school.</li> <li>Assemblies may be delivered socially distanced to half year groups in the Sports Hall at the CfLLs discretion.</li> <li>Key message will also be shared via Daily Notes.</li> </ul>	3 x 3 = 9	KBL	28.08.20 and ongoing thereafter	1 x 3 = 3
	Toilet arrangements allow for careful management of students to eliminate interaction between year groups.	<ul style="list-style-type: none"> <li>Students assigned toilets to use within their bubble.</li> <li>Toilets to remain supervised during morning break and lunch break.</li> </ul>	3 x 3 = 9	KBL	28.08.20 and ongoing thereafter	1 x 3 = 3

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	Arrangements in place for the use of outdoor areas to limit risk of contamination.	<ul style="list-style-type: none"> <li>• Bubbles to be designated one outdoor area for use during 30 minute lunch break (areas between dining rooms and MUGA for Years 7 to 11, area adjacent to Drama Studio for Years 12 and 13).</li> <li>• Tables and chairs provided for students to consume lunch; to be thoroughly cleaned after use.</li> <li>• All rubbish to be disposed of in tied bin bags.</li> <li>• MUGA to be available for students in Years 7 to 11 to use during their lunch break.</li> <li>• During morning break, students to be assigned outdoor area adjacent to bubble for fresh air opportunities.</li> <li>• No other outdoor areas to be used by students.</li> </ul>	4 x 3 = 12	KBL	28.08.20 and ongoing thereafter	2 x 3 = 3
	First aid provision is planned and delivered to minimise risk to students and staff.	<ul style="list-style-type: none"> <li>• First Aid room to be relocated to the O5 foyer to facilitate access for all year groups without entering a bubble area.</li> <li>• First Aid reception desk to be fully screened to safeguard and protect first aid team during initial triage.</li> <li>• External area to be covered (gazebo) to allow for socially distanced 'waiting area' for first aid users from across year groups.</li> <li>• Windows to remain open to improve ventilation.</li> <li>• Relevant PPE to be provided for staff working in first aid in accordance with government guidance.</li> <li>• Every care should be taken not to come into contact with bodily fluids.</li> <li>• Strict programme of cleaning to be implemented during the full reopening phase, including regular wipe downs of all equipment and furniture throughout the school day and a deeper clean at the end of each day.</li> <li>• If CPR is required, the emergency services should be called as the UK Resuscitation Council advise against mouth to mouth contact with adults and advise chest compression only. Mouth to mouth resuscitation should be given to students following a dynamic risk assessment.</li> <li>• Covid-19 isolation room Dance Studio changing room to be used for supervision of suspected cases prior to collection from school.</li> </ul>	4 x 4 = 16	KBL STA First Aiders	28.08.20 and ongoing thereafter	3 x 3 = 9

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<ul style="list-style-type: none"> <li>Covid-19 isolation room to be cleaned in accordance with government guidance if required to accommodate a suspected patient.</li> </ul> <p><a href="#">cleaning of covid-19 isolation room</a></p> <ul style="list-style-type: none"> <li>Clear guidance provided to parents on how the school will manage any students with Covid-19 or displaying symptoms.</li> <li>Students sent home with symptoms will receive a letter advising parents of required action / testing prior to student returning to school.</li> </ul>				
Issues Related to Staffing	Staffing levels return to normal for full reopening phase.	<ul style="list-style-type: none"> <li>All employees to work normal contracted hours unless exceptional circumstances apply in which case reasonable adjustments will be implemented.</li> </ul>	3 x 3 = 9	DMA KBL LKE	01.09.20	2 x 3 = 6
	Approach to staff absence reporting and recording in place.	<ul style="list-style-type: none"> <li>Employees are responsible for requesting a test and self-isolating if they display Covid-19 symptoms.</li> <li>DMA, KBL and LKE to be informed of any staff absence or inability to attend work due to self-isolation or other illness by email by 7:00am on the day of work at the latest. In addition, a message to be left by the employee on the staff absence line.</li> <li>LKE to maintain database of staff absence and to inform SLT / relevant support staff line manager re: reorganisation of work rotas.</li> </ul>	3 x 2 = 6	DMA KBL LKE	01.09.20 and ongoing thereafter	1 x 2 = 2
	Employees supported to enable return to working on site from 1 September 2020 with effective arrangements	<ul style="list-style-type: none"> <li>Risk assessment undertaken for all clinically vulnerable and extremely clinically vulnerable employees to enable a return to work with necessary mitigation and reasonable adjustments to be implemented.</li> </ul> <p><a href="#">shielding and protecting extremely vulnerable persons</a></p> <ul style="list-style-type: none"> <li>To mitigate anxiety regarding returning to work on site, line managers, SLT and HR department to support employees.</li> </ul>	4 x 4 = 16	DMA KBL LKE	Ongoing	1 x 4 = 4



Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	in place where home working is necessary.	<ul style="list-style-type: none"> <li>Where any employees continue to work from home as a consequence of reasonable adjustments introduced following risk assessment, they have responsibility for 'keeping in touch' with their line manager, SLT and the HR department.</li> <li>In addition, line managers will maintain regular contact with employees working from home to manage / direct work accordingly and there will be ongoing regular contact from the HR department.</li> </ul>				
	Plans to respond to increased sickness levels are in place.	<ul style="list-style-type: none"> <li>Individual staff will be risk assessed with control measures introduced to support their return to working on site.</li> <li>The school has a team of three Cover Supervisors to cover for absent teachers.</li> <li>Staff absence contingency has been built into the 2020-21 budget to enable the replacement of long-term absentees.</li> <li>To enable access to face to face contact with subject specialists, the school retains a bank of experienced teachers who will provide cover at short notice if required.</li> <li>To reduce planned absence, trips / educational visits during school hours have been minimised and staff requests for leave of absence will be tightly controlled.</li> <li>Staff absence levels to be monitored on a weekly basis and working rotas / timetables reviewed accordingly.</li> </ul>	3 x 3 = 6	DMA KBL LKE	Ongoing	2 x 3 = 6
	Consideration given to staff clothing expectations.	<ul style="list-style-type: none"> <li>Normal dress code to be reintroduced.</li> <li>Where possible, staff requested to wear easily washable clothes to work and to ensure clean clothes are worn each day.</li> </ul>	2 x 2 = 4	All staff	Ongoing	1 x 2 = 2
	Consideration has been given to the use of the staffroom.	<ul style="list-style-type: none"> <li>Staff using the staffroom for work or relaxation purposes should maintain a social distance of at least two metres from colleagues at all times.</li> <li>Before entering the staffroom, staff should judge whether it will be possible to socially distance. If not possible, they should find an alternative location.</li> </ul>	3 x 3 = 6	All staff	Ongoing	2 x 3 = 6

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<ul style="list-style-type: none"> <li>• Staff may use the facilities (kitchen, computers, photocopying, etc). Computer area adjusted to promote greater distance between PCs.</li> <li>• Maximum two members of staff in the kitchen at any one time.</li> <li>• If the weather is good, staff are encouraged to use outdoor areas when taking break.</li> <li>• The windows should remain open to improve ventilation and social distancing should be adhered to, particularly in the kitchen area.</li> <li>• Staff should wipe down any areas / equipment they use with anti-bacterial wipes before and after use.</li> <li>• Staff must adhere to the 'spacers' located on tables.</li> </ul>				
	Approaches for meetings and staff training in place.	<ul style="list-style-type: none"> <li>• Staff briefing will take place either in the external Rainbow Quad or in the Sports Hall.</li> <li>• Staff will remain socially distant during briefing.</li> <li>• Staff training will be provided either face-to-face on a socially distanced basis or virtually via MS Teams, Loom, etc.</li> <li>• Where it is necessary for colleagues to meet, the following expectations will apply: <ul style="list-style-type: none"> <li>○ Meet online via MS Teams if possible</li> <li>○ If face-to-face meeting required, maximum of eight people to attend in an appropriately sized venue</li> <li>○ Social distancing to be maintained</li> <li>○ Meeting room to be well-ventilated or outdoor meeting if possible</li> <li>○ Attendees to sanitise prior to and after meeting</li> <li>○ Meeting room to be wiped down prior to and after meeting</li> </ul> </li> </ul>	3 x 3 = 9	All staff	Ongoing	2 x 3 = 6
	Consideration given to teachers' responsibilities with regards to the continued	<ul style="list-style-type: none"> <li>• Teaching staff have been given opportunity to plan the 2020-21 in-school and remote curriculum.</li> <li>• Where possible, Subject Areas will utilise purpose-made resources to support the delivery of Remote Classroom (for example, Oak National Academy, GCSEPod).</li> </ul>	3 x 3 = 9	DMA SCO PSL	28.08.20 and ongoing thereafter	1 x 3 = 3

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	remote provision alongside in-school provision.	<ul style="list-style-type: none"> <li>Teachers will provide a shadow curriculum of work via the Remote Classroom for students absent for Covid-related reasons.</li> </ul>				
	Approach to support staff well-being, mental health and resilience in place, including bereavement support.	<ul style="list-style-type: none"> <li>Vulnerable members of staff identified; more frequent contact made by SLT and HR department with those identified as most 'vulnerable'.</li> <li>Provision of school counsellor for staff identified as anxious or suffering bereavement during the full reopening period.</li> <li>Staff will be enabled to provide feedback on reopening arrangements.</li> </ul>	3 x 3 = 9	LKE KBL DMA	Ongoing	2 x 3 = 6
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	<ul style="list-style-type: none"> <li>FHS registered to book Covid-19 tests for employees.</li> <li>School retains testing kits in school that can be provided to employees if required.</li> <li>Staff to access routine (twice weekly) testing.</li> <li>Employee to request test via the HR department.</li> <li>Upon returning to work, RTW interview to be carried out with a member of the HR team.</li> <li>HR department to retain a record of the RTW interview notes on an employee's file.</li> </ul>	2 x 2 = 4	LKE	Ongoing	1 x 1 = 1
	The approach for recruiting new employees has been reviewed and amended in line with current situation.	<ul style="list-style-type: none"> <li>No external recruitment is currently planned to take place during Autumn and Spring terms.</li> <li>If required, candidates will be invited into school for the selection process where they will engage in a range of socially distanced recruitment tasks.</li> <li>Candidates will follow the procedures set out for visitors to school.</li> </ul>	2 x 3 = 6	LKE	Ongoing	1 x 3 = 3

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	Full reopening procedures are clear for all staff.	<ul style="list-style-type: none"> <li>All staff received 'orientation' training prior to reopening to outline expectations and procedures (INSET day on 1 September 2020).</li> <li>All procedures (including this risk assessment) reviewed with school-based trade union representatives prior to circulation.</li> <li>One page 'key points' summary document to be produced for all staff, highlighting the key safety measures, procedures and expectations for school based and remote working.</li> <li>When updated, risk assessment to be recirculated to all staff.</li> </ul>	2 x 3 = 6	DMA	01.09.20	1 x 3 = 3
Visitors to School Site	Arrangements in place for any visitors / contractors on site, protocols and expectations shared.	<ul style="list-style-type: none"> <li>Limitations placed on visitors to the school site with only essential visits permitted.</li> <li>Where possible, visitors' access to the campus limited.</li> <li>Communication with parents to take place via telephone or MS Teams if necessary.</li> <li>All visitors / contractors to sign in and sanitise at reception.</li> <li>Summary of FHS safety measures, expectations and procedures contained on InVentry sign in screen.</li> <li>Test &amp; Trace contact details collected from visitors via InVentry sign in.</li> <li>Social distancing and other health &amp; safety measures to be adhered to at all times by visitors on site (as per employees).</li> <li>InVentry touch screen to be frequently cleaned and reception area to be wiped down regularly.</li> <li>If located indoors, areas used by visitors / contractors to be wiped down after visit.</li> <li>If PPE required, contractors to provide it for themselves. This should be documented as part of the risk assessment carried out by the contractor.</li> </ul>	3 x 3 = 9	GPA DMA	28.08.20 and ongoing thereafter	1 x 3 = 3
	Arrangements in place for any externally contracted adults	<ul style="list-style-type: none"> <li>No extra-curricular activities to take place during September 2020. Recommencement of any activities by external contractors are to be risk assessed by the external contractor and the employee responsible for overseeing the activity.</li> </ul>	3 x 3 = 9	SCO AWA FME	28.08.20 and ongoing thereafter	1 x 1 = 1

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	delivering learning in school (eg, sports coaches, music tutors).	<ul style="list-style-type: none"> <li>• Visiting providers to follow procedures set out for visitors to school.</li> <li>• Test and trace contact details collected from adults delivering learning in school via InVentry sign in.</li> </ul>				
<b>Catering provision and management of break and lunchtime</b>	Measures are in place to limit opportunities for students to come into close contact with one another during lunch break, thus increasing the likelihood of the virus spreading.	<ul style="list-style-type: none"> <li>• Catering contractor has risk assessed catering provision from September.</li> <li>• Bubbles to have reduced lunch break of 30 minutes, staggered with only two bubbles on lunch at any one time (Y9 and Y10, Y7 and Y8, Y11 and Y12/13).</li> <li>• Each bubble to have designated dining room ('green' / 'white') with same 'grab and go' food offer from both serveries.</li> <li>• Each bubble to have own designated outdoor eating area.</li> <li>• Extensive clean by FHS staff between services.</li> <li>• Students to access dining room from external entrances adjacent to MUGA.</li> <li>• Use of sanitiser on arrival to dining room.</li> <li>• Thumb print recognition machine / key pad wiped down with anti-bacterial wipes between use</li> <li>• Student has option to provide name to prevent need to use thumb print recognition / key pad</li> <li>• Where 'grab and go' food is packaged consideration will be given to the environmental impact.</li> <li>• Designated outdoor lunch eating areas for students.</li> <li>• All students will clean their hands at the beginning of the lunch break.</li> <li>• High levels of supervision of students during lunch break.</li> <li>• All waste to be disposed of in tied bin liners and tables / chairs to be cleaned thoroughly after use.</li> <li>• Morning break food provision for Year 11 students only.</li> <li>• Students with packed lunch to consume food in designated dining room / outdoor eating area.</li> <li>• Outdoor servery food service to be made available to Y12/13 students.</li> </ul>	4 x 3 = 12	DMA SWL	15.06.20	3 x 3 = 9

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
<b>Personal protective equipment (PPE) and hygiene</b>	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<ul style="list-style-type: none"> <li>On 1 September the school updated guidance to request that students and staff wear a face mask when in circulation during the school day. This applies at all times with the exception of when in lessons or when eating / drinking in the dining room. When students are outdoors (for example, on the MUGA during lunchtime) they will not be required to wear a mask.</li> <li>The school will sell reusable face coverings via the General Office (payable by ParentPay) for all students who do not have them in school.</li> <li>A limited supply of PPE (masks, gloves, aprons and visors) will be provided for staff to use if they choose to do so but should be used sparingly. These will be available for staff to collect from the General Office.</li> <li>It will be compulsory for staff providing first aid care to wear PPE.</li> <li>The levels of PPE will be monitored closely by the Finance Manager / Caretakers with orders for new equipment being placed as required.</li> </ul>	3 x 3 = 9	SWL	28.08.20 and ongoing thereafter	1 x 3 = 3
	Good hand and respiratory hygiene are promoted and enabled.	<ul style="list-style-type: none"> <li>Students will clean (either wash or sanitise) their hands on arrival to school and at the beginning of the lunch break. They will sanitise regularly at other points during the day.</li> <li>Wall mounted hand sanitiser stations will be located at entrances to all buildings.</li> <li>Pedal operated mobile sanitising stations will be located at the gate entrances.</li> <li>Sanitiser levels will be monitored daily by the Site team and replenished as required.</li> <li>Boxes of tissues will be located in all work spaces (classrooms and offices).</li> <li>Tissue levels will be monitored daily by the Site team and replenished as required.</li> <li>Site team to ensure hot running water in all toilets accessible to staff and students.</li> <li>Site team to ensure provision of soap and paper towels (if required) in all student and staff toilets).</li> </ul>	3 x 3 = 9	SWL	28.08.20 and ongoing thereafter	2 x 3 = 6

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<ul style="list-style-type: none"> <li>• Soap and paper towel levels will be monitored daily by the Site team and replenished as required.</li> <li>• Stock levels will be monitored closely by the Finance Manager / Caretakers with orders being placed as required.</li> <li>• Good hand and respiratory hygiene to be promoted in pre-opening letter to parents, written and verbal guidance to students and staff upon return to school and public health signage located throughout the school site.</li> <li>• Network wallpaper redesigned to promote good hand and respiratory hygiene.</li> </ul>				

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
<p><b>Response to suspected / confirmed case of Covid-19 in school</b></p>	<p>Robust measures are in place to manage cases of Covid-19 or suspected cases of Covid-19 amongst members of staff and students, and to manage the spread of infection in the event of a positive case.</p>	<ul style="list-style-type: none"> <li>Any member of staff with Covid-19 symptoms will be sent home from work immediately and advised to book a Covid-19 PCR test. He/She should not return to work until the results of the test are known. If positive, the employee should self-isolate in accordance with government guidance and follow 'test and trace' procedures. If negative, the employee may return to work.</li> <li>Any student with suspected Covid-19 will be sent home from school and parents will be advised to book a Covid-19 test. A small number of home testing kits are available from school if a family has a particular barrier to accessing the usual testing sites. He/She should not return to school until the results of the test are known. If positive, the student should self-isolate in accordance with government guidance and follow 'test and trace' procedures. If negative, the student may return to school.</li> <li>Where a student or member of staff lives with someone who is suspected of contracting Covid-19 or has been contacted through the 'test and trace' programme, he/she should self-isolate in accordance with government guidance and should only return to the school premises if a test has been completed that generates a negative result or he/she has served 10 days in self-isolation (after the first day of symptoms).</li> <li>The government's stay at home guidance is set out below.</li> </ul> <p><a href="#">stay at home guidance</a></p> <ul style="list-style-type: none"> <li>Any student suspected of developing Covid-19 whilst in school will be isolated from his/her peers and arrangements will be made for him/her to be collected from school.</li> <li>The first aider responding to a suspected case of Covid-19 will be required to wear a suitable face mask, gloves, plastic apron and face visor (all of which will be disposed of safely once the student has left the premises (in accordance with the government guidance below).</li> </ul>	<p>4 x 4 = 16</p>	<p>DMA KBL LKE First Aiders</p>	<p>Ongoing from 01.09.20</p>	<p>2 x 4 = 8</p>



Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<p><a href="#">implementing protective measures</a></p> <ul style="list-style-type: none"> <li>Where there is a suspected or confirmed case of Covid-19 in school (either member of staff or student), the cleaning of the site will be managed in accordance with the government's guidance set out at the link below.</li> </ul> <p><a href="#">decontamination in non-healthcare settings</a></p> <ul style="list-style-type: none"> <li>Where a positive case has occurred within school the school will follow the measures set out in the government's guidance for full reopening of schools and in accordance with its own flowchart.</li> <li>Initially, the school will contact the DfE helpline or the local Health Protection Team and will follow the recommendations they make (see Appendix One). As procedures become fluent, the local HPT will then be contacted on a needs basis or if infection levels require further support.</li> <li>Students / staff who have been in close contact (direct contact and close proximity) with a positive case will be required to self-isolate for 10 days after the date of last contact with the infected person.</li> </ul> <p><a href="#">management of a confirmed case in school</a></p> <ul style="list-style-type: none"> <li>Where a student develops Covid-19 outside school, the parents will be asked to inform school.</li> <li>A dedicated email address has been established for reporting positive cases (<a href="mailto:covid19@formbyhighschool.com">covid19@formbyhighschool.com</a>) which will be monitored out of hours to promote a time effective response.</li> <li>Any member of staff or student who is required to self-isolate as a consequence of 'test and trace' procedures should do so as required and inform school immediately.</li> <li>In the event of the above, an assessment will be made as to what additional cleaning of the school site may need to take place.</li> </ul>				

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<ul style="list-style-type: none"> <li>• Accurate attendance registers, seating plans and visitor records will be maintained to support the government’s contact tracing and to enable information to be shared with the relevant authorities if requested in accordance with data protection guidelines.</li> <li>• In the event of a local lockdown, the school will follow the guidance from government and the Local Health Protection team.</li> <li>• In the event of the government requiring the school to implement contingency measures, the FHS Contingency Framework will be implemented.</li> </ul>				

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
Student re-orientation to ensure smooth return to school after closure period	Approach and expectations around bubbles, school uniform, equipment, catering provision to be determined and communicated with parents.	<ul style="list-style-type: none"> <li>Students to bring a bottle of water to school each day as all water fountains will be closed during the reopening phase.</li> <li>Students to ensure they arrive in school each day with all the equipment they require.</li> <li>School lockers not to be used.</li> <li>Information communicated to parents via pre-opening letter and to students during 'welcome and orientation' sessions.</li> <li>Information to be summarised for students in 'bubble basics' infographic.</li> </ul>	2 x 3 = 6	DMA KBL SCO LFO	28.08.20	1 x 3 = 3
	Changes to the school day / timetable shared with parents.	<ul style="list-style-type: none"> <li>Overview of arrangements to be shared with parents before end of Summer term and finalised timetable to be shared with parents via pre-opening letter and posted on the school website for information.</li> </ul>		SCO DMA LFO	28.08.20	
	Approach to preparing students for a return to academic work and new social situations is developed and shared by all staff.	<ul style="list-style-type: none"> <li>Students had a 'welcome and orientation' assembly and form tutor session on their first day of returning to school.</li> <li>Content for 'return' assembly shared with staff, setting out expectations for lessons, conduct whilst on school site and expectations re: 'bubble basics' and other health &amp; safety measures.</li> <li>Through the 'welcome and orientation' session and written summary of guidance provided to students, they have clear understanding of expectations.</li> </ul>	3 x 3 = 9	DMA KBL	Ongoing	2 x 3 = 6

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	Approach to supporting well-being, mental health and resilience, including bereavement support is in place.	<ul style="list-style-type: none"> <li>All students supported with one-to-one RESTORE interviews with a member of the Pastoral Support team to determine whether additional pastoral support may be required.</li> <li>Where concerns exist, discuss with parents if appropriate to do so and signpost to the relevant support.</li> <li>Where safeguarding concerns emerge, issue referred to DSL.</li> <li>Interviews with SEN cohort conducted by EDA / SWA.</li> </ul>	3 x 3 = 9	KBL MOS STA	01.09.20 and ongoing thereafter	2 x 2 = 4
Support and provision for students at transition points (Year 6, 11 and 13)	Effective induction of new Year 7 into FHS, with the necessary guidance, support and information provided to parents.	<ul style="list-style-type: none"> <li>Year 7 attended two start of term induction days to support them in developing new school-based routines.</li> <li>New Parents' Podcast shared with Year 7 parents in July 2020. In addition, this cohort of parents to receive similar written communication to parents of students in other year groups.</li> <li>'Meet the Tutors' and the Year 7 Curriculum Information Evening to be delivered virtually in September 2020.</li> </ul>	3 x 3 = 9	SCO GED EDA SWA	Ongoing	2 x 2 = 4
	A plan has been developed for the delivery of the GCSE and A Level Autumn series that minimises disruption in school.	<ul style="list-style-type: none"> <li>Appropriate off-site venue established (Holy Trinity Church Hall) to enable examinations to take place with minimum disruption to school.</li> <li>Arrangements for the examination series made by the Examinations &amp; Data team once entries window opened after the release of Summer 2020 A Level and GCSE results.</li> <li>Examination arrangements fully risk assessed to ensure Covid-security.</li> </ul>	2 x 3 = 6	GPA MHI	November 2020	1 x 3 = 3

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
Safeguarding	Staff are prepared for supporting well-being of students and receiving any potential disclosures.	<ul style="list-style-type: none"> <li>• Refresher training provided to staff on the reopening of school, particularly in relation to the new guidance set out in KCSIE (September 2020).</li> <li>• Relevant staff have remote access to CPOMS to enable the recording of safeguarding concerns.</li> </ul>	2 x 3 = 6	KBL	01.09.20	1 x 3 = 3
	Updated Child Protection Policy in place.	<ul style="list-style-type: none"> <li>• Policy updated in preparation for full reopening in September 2020, including latest government guidance and amendments to KCSIE.</li> </ul>	2 x 4 = 8	KBL	01.09.20	1 x 2 = 2
	Work with other agencies has been undertaken to support vulnerable children and families.	<ul style="list-style-type: none"> <li>• This will be ongoing throughout the full reopening phase.</li> <li>• All records of interactions will be recorded on CPOMS.</li> <li>• The focus of the Pastoral and Attendance teams will be working with families that require support with ensuring their child(ren) return to school with other agencies being used as required.</li> </ul>	3 x 4 = 12	KBL STA	Ongoing	2 x 2 = 4
Curriculum, learning environment and assessment	Consideration has been the delivery of the 2020-21 curriculum to enable recovery, identification of gaps and support for students to reintegrate with learning.	<ul style="list-style-type: none"> <li>• In the spirit of the Recovery Curriculum guidance (Barry Carpenter), time will be allocated to pastoral interviews that explore the social and emotional impact of Covid-19 and the school closure period on students with support being implemented where required. This will be done through the delivery of school's RESTORE programme of support.</li> <li>• In preparation for September, Subject Areas have reviewed curriculum plans for 2020-21 to support recovery and reintegration. In addition, teachers have considered how students will be assessed to ascertain quality of learning during the closure period.</li> <li>• Additional curriculum time for each subject has been built into the Year 13 curriculum for 2020-21 (10 periods per subject vs nine historically).</li> <li>• A progress review of all Year 11 students will be undertaken to determine whether any may benefit from a reduced curriculum and additional support with 'catch up'.</li> </ul>	3 x 3 = 9	SCO	01.09.20 and ongoing thereafter	2 x 2 = 4

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<ul style="list-style-type: none"> <li>A responsibility allowance has been established to and the appointed person has been tasked with leading the school's catch-up strategy, entitled 'Bounce Back'. This programme will support identified students across all year groups to recover any lost ground.</li> <li>Remote Classroom used to deliver a 'shadow curriculum' to students who are absent from school through ill health or self-isolation.</li> </ul>				
	Consideration has been given to which activities are not possible to reasonably undertake with the latest safety measures in place.	<ul style="list-style-type: none"> <li>Seating will be rearranged so students face forwards during lessons.</li> <li>Science practical lessons will not take place (unless required for A Level groups).</li> <li>Students in Years 7 and 8 will have practical subjects delivered in a classroom setting within their respective bubbles.</li> <li>Practical lessons will take place for Years 9 to 13 in specialist teaching rooms. All practical subjects have completed risk assessments and identified the necessary control measures, including thorough cleaning between lessons.</li> <li>If possible, PE lessons will be delivered outdoors.</li> <li>Practical subjects have been directed to follow the safe working practices guidance set out by their respective subject associations.</li> </ul>	3 x 3 = 9	SCO CLs/SLs Teaching Staff	01.09.20 and ongoing thereafter	2 x 2 = 4
<b>Supporting students with special educational needs</b>	SEN reviews continue as per statutory timescales	<ul style="list-style-type: none"> <li>Utilise virtual appointments through MS Teams and telephone calls to review targets and gather parental voice.</li> <li>External agencies will continue to be contacted to provided support and advice remotely or face to face if essential.</li> </ul>	3 x 3 = 9	SWA EDA	Ongoing from 01.09.20	1 x 3 = 3
	Deliver effective SEN support through full reopening phase.	<ul style="list-style-type: none"> <li>In-class Teaching Assistant support to continue with Teaching Assistants being consistently deployed, giving consideration to the bubbles around the school.</li> <li>Interventions to be prioritised by need and student group, delivered by consistent members of staff and utilising bubbles where possible.</li> <li>For the delivery of in-class support consideration will be given to the placement of the Teaching Assistant and SEN</li> </ul>	3 x 3 = 9	KBL SWA EDA	Ongoing from 01.09.20	1 x 3 = 3

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<p>student within the seating plan for accessibility to key students.</p> <ul style="list-style-type: none"> <li>• Mobile plastic screens to be available for Teaching Assistants to place on desks to allow for reduction of risk.</li> <li>• Each bubble has an identified teaching room allocated for SEN provision which will be cleansed regularly.</li> <li>• Additional reintegration support for SEN students, including the use of social stories.</li> <li>• Individual sensory bags kept in bubble rooms.</li> <li>• When providing lunchtime support, SEN staff will be deployed to SEN groups as a priority.</li> <li>• In rare and identified cases, a limited number of students will be taught across year group bubbles in consultation with parents. Social distancing and rigorous cleansing will be maintained for these students to be able to return to their bubbles.</li> <li>• Offsite provision and associated travel will be risk assessed prior to student reintegration.</li> <li>• For students who have transport as part of their EHCP or Pastoral Plan, a procedure will be identified for safe drop off and pick up.</li> <li>• Positive handling will follow updated Covid-19 advice from Team Teach.</li> <li>• Further support on de-escalation strategies to be provided to all staff.</li> </ul>				
<b>Attendance</b>	Procedures in place to ensure all students return to school in September 2020.	<ul style="list-style-type: none"> <li>• Attendance Policy updated for September 2020 to reflect requirement all children to attend school.</li> <li>• Rigorous tracking and monitoring in place to allow early intervention for students who are cautious about returning.</li> <li>• Plans in place to support clinically vulnerable students, led by the First Aid Team and CfLL.</li> <li>• SIMS updated to allow appropriate coding of Covid-19 related illness.</li> <li>• Pastoral support for students unable to return through anxiety.</li> </ul>	3 x 3 = 9	KBL Pastoral Support Team	01.09.20 and ongoing thereafter	1 x 3 = 3

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
		<ul style="list-style-type: none"> <li>Reach Out support to be in place for September 2020 to minimise loss of learning, led by SENDCO and CDU.</li> </ul>				
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual work patterns / practices.	<ul style="list-style-type: none"> <li>Staff wide communication providing a summary of the re-opening plan (email and Teams session).</li> <li>INSET day briefing on new systems and procedures.</li> <li>Centralised electronic location of all documents (Teams Staff Room), procedures, updated policies and resource information accessible by all staff.</li> <li>Reminder document ('safe, clean and tidy') outlining key control measures issued to all staff in readiness for returning at the start of Spring term.</li> </ul>	3 x 2 = 6	DMA LFO	Ongoing	2 x 1 = 2
	Reopening plans shared with governors.	<ul style="list-style-type: none"> <li>Risk assessment and reopening plan reviewed by Governors prior to opening and updates as appropriate thereafter.</li> </ul>		DMA LFO	18.08.20	
	Information to parents: <ul style="list-style-type: none"> <li>Plan for re-opening</li> <li>Covid-secure plan</li> <li>Wellbeing / pastoral support / support to parents.</li> </ul>	<ul style="list-style-type: none"> <li>Communications during summer holidays to provide parents with full reopening plans and risk assessment.</li> <li>Website to continue to provide full information for parents and students.</li> <li>Student infographic enclosed with parent communications providing headline information on new procedures.</li> <li>Social media used for timely reminders and drip feeds.</li> <li>A Coronavirus COVID-19 guide developed to bring together key information for parents. The guide has been shared with all parents and made available on the school website.</li> </ul>	3 x 2 = 6	DMA SCO LFO	28.08.20	1 x 2 = 2



Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	Student information around: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Covid-security</li> <li>• Behaviour expected when in school</li> <li>• Travelling to and from school safely</li> </ul>	<ul style="list-style-type: none"> <li>• Parent letter during summer provided infographic to review with their child(ren) to familiarise them with procedures and expectations before returning.</li> <li>• Welcome back orientation sessions for each year group bubble and individual interviews with pastoral staff.</li> <li>• Student Journals provided to all students during orientation sessions, featuring key infographics.</li> <li>• Website serves as communication base and social media supplements with continual drip feed of information.</li> <li>• Ensure students in all years feel included and supported through communication programme.</li> </ul>	3 x 3 = 9	DMA KBL SCO LFO	03.09.20	2 x 2 = 4
	Visitors are clear about expectations before arrival on-site.	<ul style="list-style-type: none"> <li>• All visits arranged by school must include sign-posting a <a href="#">designated web page</a> which will provide full information for visitors during reopening phase.</li> <li>• Ad hoc visitors (discouraged) will benefit from clear signage, instruction from welcome staff and using InVentry system.</li> <li>• Visitors will be kept to an operational minimum as much as possible during the Autumn term.</li> </ul>	2 x 3 = 6	LFO	01.09.20 and ongoing thereafter	1 x 3 = 3
<b>Governors and Governance</b>	Meetings and decisions that need to be taken prioritised.	<ul style="list-style-type: none"> <li>• Extraordinary meeting scheduled in August to review and approve the reopening risk assessments and action plan.</li> <li>• Any urgent decisions delegated to the Chair, Vice Chair and Committee Chairs as per the agreed emergency delegation decision approved by Governors in April 2020. Governors resolved to ensure that this contingency remained in place following reopening to be deployed in emergency.</li> </ul>	2 x 2 = 4	LFO	18.08.2020 and ongoing	1 x 1 = 1
	Governors are clear on their role in the planning and re-opening of the school, including	<ul style="list-style-type: none"> <li>• Chair / Clerk / HT to deliver regular updates to ensure effective flow of information.</li> <li>• At the August Extraordinary Meeting, Governors reviewed the full reopening risk assessment and action plan.</li> <li>• September Governing Body Meeting to review progress during initial reopening period.</li> </ul>	2 x 2 = 4	LFO	12.09.20	1 x 1 = 1

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	<p>support to leaders. Approach to communication between SLT and governors is clear and understood.</p> <p>Certain aspects of governance are on-hold in order to deal with the immediate situation; these are agreed and clear with all governors and there is a plan for when these will be reviewed and potentially reinstated.</p>	<ul style="list-style-type: none"> <li>• A decision was taken at the August Extraordinary Meeting to continue online Governor meetings using Teams.</li> <li>• September AGM reviewed the business priorities for the meetings scheduled during Autumn term as part of the Governor Planner.</li> </ul>		LFO	Ongoing	
<b>School activities, events and trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate	<ul style="list-style-type: none"> <li>• A very cautious approach has been adopted to the organisation of school trips-with the priority being minimising disruption to teaching and learning in school.</li> <li>• The school will be guided by the government regarding residential trips and advice from the FCO on overseas travel.</li> <li>• No new overseas trips will be planned for 2020-21.</li> <li>• The annual domestic residential trips will be permitted if and when government advice changes.</li> </ul>	3 x 4 = 12	DMM SWL KBL	Ongoing	2 x 2 = 4

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	term, including school trips.	<ul style="list-style-type: none"> <li>Where an educational visit is required to enable the effective delivery of the curriculum it will be permitted and risk assessed accordingly.</li> </ul>				
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	<ul style="list-style-type: none"> <li>Covid-19 costs to be identified in the Monthly Management Accounts with appropriate commentary.</li> <li>Full year costs to be forecast at each month end and the MMA schedule updated with revised full year cost projection and relevant commentary.</li> </ul>	2 x 3 = 6	SWL	Ongoing	1 x 2 = 2
	Claims submitted for reimbursement (for example, increased premises related costs, additional cleaning, support for FSM).	<ul style="list-style-type: none"> <li>All Covid-19 costs identified to be reviewed to ensure no compensation or Government scheme is in place to recover those costs. Ensure compliance with all relevant terms and conditions of the scheme if any claims are proposed.</li> <li>Any potential additional costs associated with a current SLA reviewed with the SLA provider before committing to the cost.</li> <li>All additional costs associated with administering mass, routine and serial testing will be recorded and claimed back from the ESFA.</li> </ul>	2 x 3 = 6	SWL	Ongoing	1 x 2 = 2
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<ul style="list-style-type: none"> <li>Covid-19 related loss of income to be identified in the MMAs with appropriate commentary.</li> <li>Full year income to be forecast at each month end and the MMA schedule updated with revised full year income projection and relevant commentary.</li> </ul>	4 x 2 = 8	SWL	Ongoing	4 x 1 = 4
	Insurance claims can be made, including for	<ul style="list-style-type: none"> <li>SWL to liaise with DMM and relevant trip leads to ensure no new trips are booked unless in line with current Government and Department of Education guidelines.</li> </ul>	3 x 3 = 9	SWL DMM KBL	Ongoing	1 x 1 = 1

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
	educational visits / trips booked previously.	<ul style="list-style-type: none"> <li>• SWL and DMM reviewed any proposed trip payments for 2020/21 excursions booked pre-Covid-19 to ensure we minimise the risk and value of a future RPA claim.</li> <li>• SWL and DMM to work with travel companies and trip venues to seek a direct refund in the first instance if a 2020/21 trip needs to be cancelled.</li> <li>• If a direct refund is not possible then a claim against any trip specific insurance to be pursued.</li> <li>• If the full balance for the trip / visit has not been recovered by the above steps then a claim against the school's RPA is to be made, detailing all the relevant steps taken to minimise the claim value to maximise likelihood of success.</li> </ul>				
	Reintroduction or re-contracting of services such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul>	<ul style="list-style-type: none"> <li>• Advise key service providers of any changes to requirements and provide clear timelines regarding the quantity and timing of required services during the Autumn Term 2020.</li> <li>• Re-negotiate contracts where necessary, ensuring compliance with the Academies Financial Handbook.</li> <li>• Work in collaboration with the catering contractor to ensure all Government guidelines relating to work canteens and food provisions are met. Ensure the hygiene responsibilities for the kitchen and canteen areas are clearly identified between FHS and the catering contractor.</li> </ul>	3 x 3 = 9	SWL	Ongoing	2 x 2 = 4
	Consideration given to any support that may be brokered through working together; for example, partnerships, trusts etc.	<ul style="list-style-type: none"> <li>• Utilise local networks and national frameworks to ensure we always gain value for money and source the appropriate service or product at the lowest price.</li> </ul>	2 x 2 = 4	SWL	Ongoing	1 x 1 = 1

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
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In addition to this Risk Assessment and Reopening Plan, the school has developed a plan to respond to the Government's possible tiers of response and contingency arrangements that schools may be required to implement. Furthermore, in the event of increased local lockdown measures, the school will respond and update this risk assessment as required.

The school has written a separate risk assessment for the FHS Testing Centre (open from January 2021) that can be located on the Testing Centre area of the school website.

Area	Objective	Measures	Risk Level Pre-Action	Responsible Person	Completion Date	Risk Level Post-Action
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## Appendix One



### COVID-19 early outbreak management



#### Primary, secondary and special schools, and alternative provision for schools

##### Who should use this information?

Leadership and management of primary, secondary and special schools, and alternative provision for schools. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes.

For England only.

##### What you should do to manage a possible outbreak

**Step 1 Identify**

When you are informed of a possible or confirmed case of COVID-19 by NHS Test & Trace, staff or a parent or carer of a pupil within the last 14 days, go to **step 2**.

**Step 2 Report**

Immediately contact your local Public Health England Health Protection Team (PHE HPT) for help and advice. Refer to [www.gov.uk/health-protection-team](http://www.gov.uk/health-protection-team) for contact details.

Every one of us plays a vital role in stopping the spread of COVID-19. Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See **page 2** for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process.

If the advice from the local PHE HPT is to partially or fully close the building, resulting in the setting not being fully open to all pupils/students, then you should notify the Department for Education via the Education Setting Status form. Refer to [‘School attendance: guidance for schools’](#) or search the title on GOV.UK for details.

**Step 3 Respond**

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation. See **page 2** for types of action that could be put in place.

☎ Check now and write the number of your local PHE HPT here: .....

##### General guidelines to protect the spread of COVID-19:

There are important actions that everyone should take at all times to help protect the spread of COVID-19. Refer to [guidance for full opening: schools](#) or search the title on GOV.UK for more advice. This explains how you must carry out a COVID-19 risk assessment for your school and sets out the system of controls to reduce risk in your setting.

The information contained on this card is specifically in relation to an outbreak, and should not replace discussions with Department of Education, health and safety and infection steps you already take, or have implemented as a result of consulting the ‘guidance for full opening: schools’.

##### Information your local PHE HPT may request from you:

###### Details of your organisation

- name of school/provider
- location (including postcode and Local Authority)
- key contact details: name, phone number, email
- number of staff, pupils, capacity

###### Details of the cases

- contact details of the people affected
- record of pupils and staff in each group
- when the individual(s) became unwell or a test was undertaken
- when they were last present in the setting
- nature of the roles/job undertaken by any staff affected
- known links between the individual(s) with COVID-19 (in or out of the setting)
- number of people with which the individual(s) had close contact
- nature of the environment (for example layout and nature of the building)
- details of control measures
- has there been any contact with other agencies? for example Local Authority, Health and Safety Executive (HSE), Health and Therapeutic Services

##### Types of actions you may need to put in place include:



Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE).



Increased staff/pupils/parents/carers’ awareness of and adherence to the system of controls.



Temporary partial closure to a setting or building.

##### To access more information refer to the guidance below or search the titles on GOV.UK:

- [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- [supporting children and young people with SEND as schools and colleges prepare for wider opening](#)
- [safe working in education, childcare and children’s social care](#)
- [coronavirus: travel guidance for educational settings](#)
- [guidance for full opening: special schools and other specialist settings](#)

Last updated: 25/8/2020