

The Coopers' Company and Coborn School

operational risk assessment

Contents

A.	EXECUTIVE SUMMARY: measures being taken to safeguard staff, students, and visitors.....	2
B.	COVID-19: Operational risk assessment	7
1.	Establishing a systematic process of safe learning spaces	8
2.	Investing in safety equipment and health and safety arrangements to limit the spread of COVID 19.....	11
3.	Enhancing mental health support for pupils and staff.....	15
4.	Maintaining educational provision for children who have to isolate due to Covid.....	16
5.	Operational issues.....	16
6.	Governance.....	17
7.	Ventilation.....	18
C.	SCHEDULE 1: School Site Plan	19
D.	SCHEDULE 2: Summary contract cleaning regime.....	20
E.	SCHEDULE 3: Communications Plan.....	21
F.	SCHEDULE 4: School Ethnicity.....	22
G.	SCHEDULE 5: CCCS Enhanced Hygiene Controls – Coopers' Standard Operating Procedure (CoSOP).....	23

Change control:

18 th June 2020: Ver 1 original document published for partial reopening – summer term	5 th November 2020: Ver3.0 updated Change of Government lock down procedures including wearing of face mask at all times whilst on school site
20 th Aug 2020: Ver 2 updated document issued to SLT and Staff for feedback and comment with new management controls	27 th November 2020: Ver3.1 updated 6 th form students to wear face mask in lessons & block closed to students during break times.
24 th Aug 2020: Ver2.1 updated document with minor amendments regarding visual student identifiers and year group zones	4 th January 2021: Ver 3.2 updated to include new Marquee dining area for key stage 4 students
1 st Sept 2020: Ver2.2 updated to include new Gov 'must have in place' measures, wearing of face covering requirements and 6th Form to clean desks/chairs before leaving classrooms	21 st January 2021: Ver 3.3 updated to include Lateral Flow Testing of Staff & Pupils
23 rd Sept 2020: Ver2.3 updated to include afterschool extracurricular activities & PE changing rooms	5 th March 2021: Ver 4.0 Updated End of National lockdown, return to school by Students and Staff from 8 th March 2021
19 th October 2020: Ver 2.4 updated 6th form and KS3 lunch time catering	1 st April 2021: Ver 4.1 Updated Before & After School clubs recommencing
19 th May: Ver 5.0 Updated to include advice from Government 'Step 3 of the Roadmap'	1 st September: Ver 6.0 - Removal of restrictions
29 th November 2021: Ver 7.0 – Face mask to be worn, inside, Communal areas	4 th January 2022: Ver 7.1 – LFT testing on return from Christmas break, wearing of a face covering within classrooms
27 th January 2022: Ver 8.0 – Removal of requirement to wear face masks within school buildings	24 th February 2022: Ver 9.0 – next phase of the Government's COVID19 response

EXECUTIVE SUMMARY: measures being taken to safeguard staff, students, and visitors

Overview:

On 21 February the Prime Minister set out the next phase of the Government's COVID19 response. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

Our priority is to deliver face-to-face, high-quality education to all our pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances and mental and physical health.

Changes to the previous version

Changes to the guidance since its 21 February 2022 publication include:

- Update to Tracing close contacts and isolation section to reflect new public health guidance from 24 February
- Update to When an individual develops COVID-19 symptoms or has a positive test section to reflect new public health guidance from 24 February

Tracing close contacts and isolation

Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.

Face coverings

Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas. Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school

Control measures

We will:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important.

Use of personal protective equipment (PPE) in schools will not require PPE beyond what they would normally need for their work.

Maintain appropriate cleaning regimes, using standard products such as detergents

We are put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces

Keep occupied spaces well ventilated

When our school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

We will identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas.

Where mechanical ventilation systems exist, we will ensure that they are maintained in accordance with the manufacturers' recommendations.

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air.

If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature.

CO2 monitors have been provided and placed in most teaching spaces, so staff can quickly identify where ventilation needs to be improved

Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test

Pupils, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms.

Pupils and staff should return to school as soon as they can, in line with guidance for People with COVID-19 and their contacts.

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

Asymptomatic testing

From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population.

Further information is available in the NHS get tested for COVID-19) guidance.

In the event of an outbreak, our school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/>

Welcoming children back to school

In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend our school, given the potential risk to others.

If a parent or carer insists on a pupil attending school where they have a confirmed or suspected case of COVID-19, we can take the decision to refuse the pupil if, our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.

Attendance

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

Managing risk:

This risk assessment is based on the current Government guidelines that are in place now. This document will evolve as the Government guidance is updated and national or local lockdown rules relaxed or tightened.

There will never be a no risk scenario in a world where COVID-19 remains present in the community. Just as we do with other types of risk, like driving or cycling to work, we can reduce the risks by working together to manage or control the environments we live and work in. The factors we need to work together on are:

- Our personal and local environmental hygiene and reducing transference.

The system of controls identified through this risk assessment relate to two groups of control actions: “prevention” and; “response to any infection”.

The Governors and school leadership cannot guarantee that any staff, students, visitors or contractors travelling to and from school or attending the site may not become infected at some point, but we have put in place specific control measures, support and communications that enhance our joint abilities to manage the potential risks within our school environment. This risk assessment document addresses the concerns that have been raised by Governors, Staff and Unions, and identifies the operational risks and appropriate

steps we have undertaken to introduce control measures and reduce these risks in the school environment. The school's staff and student population ethnicity has been considered when assessing any potential risks of attending the school setting and in keeping with the Equalities Act and Public Sector Equality Duty. Where individual staff or students have specific needs, these will be able to be met.

The school has been able to address the Government's *prevention* control measures:

We have carefully considered how we can implement measures to effectively achieve all the updated government guidance and *prevention* controls for the reopening of school.

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting.
- 2) Ensure everyone is recommended to clean their hands thoroughly and more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.
- 5) Keep occupied spaces well ventilated.
- 6) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 7) Informing Parents that only in exceptional circumstances or for pre-arranged appointments are they permitted to come onto site during the School day.

Investing in safety equipment and health and safety arrangements:

A key area that we can control is our personal and environmental hygiene and we have invested in additional hand sanitisation dispensers and resources throughout the school. Sanitisation stations have been installed on the main pedestrian gates to allow students, staff members & visitors to sanitise their hands prior to coming on the school site. Additional sanitation dispenser units located at the visitor entrance doors, main reception and throughout the school will ensure all staff and visitors can frequently fulfil this basic hand hygiene requirement. In addition, every classroom will be fitted with a sanitiser dispenser and a localised hygiene pack for the teacher to manage. It should become 2nd nature for everyone to maintain their personal hygiene and hand cleanliness throughout the day and each time they move around the building.

We recognise that the wearing of face masks and disposable gloves for general classroom work is a personal choice, we will maintain supplies of face coverings, reusable face shields and disposable gloves for staff who elect or need to wear these, so long as they can demonstrate they can use them correctly and agree to dispose of or clean them as advised.

Please Note: The latest Government advice stats that good ventilation must be present in your working area be it a classroom or office windows must be open to allow good air flow with fresh supplies of CO₂ into the room, staff and students are also encourage to sanitise their hands regularly. Social distancing is no longer required.

Mental health support for pupils and staff:

We already have established support services for both students and staff. All parents and students who are concerned should contact our Designated Safeguarding Officer Team or the headteacher. Local arrangements have been in place with staff to support their individual needs and will continue to do this throughout this phase. All staff have access to the confidential support and resources that are communicated to them regularly and are available from the HR.

Operational issues:

Key operational and strategic management tasks have been undertaken to actively reduce the potential risks around the school. We have changed the layouts of some classrooms so all desks face forwards and other spaces in the school.

Staffroom and work areas still have some restrictions within them to reduce the large numbers of adults congregating in a relatively small space, screens have been installed in all these areas with desks moved to other areas within the location to reduce capacity, maximum occupancy numbers have been displayed on entrance areas to offices and toilets, this numbers must be adhered to.

Catering service:

We have the flexibility to be able to offer a break & lunch service not only in the lower school canteen & 6th from canteen but also the catering pod, a rota has been introduced ensuring that large numbers are reduced especially within the lower school dining room.

A.COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on:

[Guidance for full opening: schools](#)

Assessment conducted by:	Sue Hay Lee Hanford	Job title:	Headteacher Head of Site & Services	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	1 st September 2021	Review interval:	Senior Leadership Team	Date of next review:	1 st January 2022
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Related documents	
Trust/Local Authority documents:	Government guidance: COVID-19: cleaning in non-healthcare settings The government national guidelines Safe working in education guidance Guidance for households with possible coronavirus infection

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: (Causes major physical injury, harm or ill-health).	H	H	H
	Severe: (Causes physical injury or illness requiring first aid).	H	M	L
	Minor: (Causes physical or emotional discomfort).	M	L	L

Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of safe learning spaces					
1.1 Organisation of teaching spaces					
Classrooms	H	<ul style="list-style-type: none"> Where possible all classroom desks face the front of the class and not in setup in groups All classrooms will be equipped with fixed sanitiser dispensers to ensure that every time anyone enters the room, they will sanitise their hands. 	YES		L
1.2 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach or develop online resources working from home. Flexible and responsive use of teachers, teaching assistants, cover staff and exam invigilation staff to assist supervising classes is in place. 	YES		L
1.3 Curriculum organisation					
Pupils will have fallen behind in their learning during potential isolation achievement gaps will have widened	H	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified. Exam syllabi are being covered. Plans for assessing required intervention are in place and those pupils who have fallen behind in their learning will be given all the support required to catch back up. 	YES	<ul style="list-style-type: none"> Teaching staff and SLT will be assessing the learning gaps in the first few weeks of term to identify the needs and then establish an appropriate plan for each group of students 	L

Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.4 Staff workspaces					
Staff rooms and offices are not well ventilated and a clean hands approach recommended	H	<ul style="list-style-type: none"> Windows in locations shared by more than one person must be open to allow adequate ventilation Staff are able to sanitise their hands upon entry to the staff room and before using any tea/coffee making or kitchenette facilities and sanitise again after using such facilities. Staff have been briefed on the use of these rooms. 	YES		L
1.5 Managing the school lifecycle					
Pupils preparing for moving on to the next phase in their education do not feel prepared for the transition (e.g., Yr12 transition to Yr13, Yr10 transition to Yr11 and new Yr7 students transition to secondary school).	H	<ul style="list-style-type: none"> Additional wellbeing and learning support activities will be provided for all transition groups to support their preparations. There is regular and effective liaison with the destination institutions (e.g., secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school are available for parents and pupils. Online Transition and induction guides for pupils and parents are published. Virtual School open evening resources are being developed 	YES		L
1.6 Governance and policy					
Governors are not fully informed or involved in making key decisions	H	<ul style="list-style-type: none"> Online conference meetings are held regularly with governors. Governing bodies are involved in key decisions, strategies and have offered their full support. Governors are briefed regularly on the latest government guidance and its implications for the school. Governors are able to attend the school when virtual or web-based meetings are deemed non-effective for a specific task (e.g., H&S inspection or audit works) 	YES		L

Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.7 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health.	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local Authority Professional associations Other partners 	YES	<ul style="list-style-type: none"> Briefing documents will be issued nearer the school reopening date and as part of formal briefing meetings or as required as staff/students return to school 	L
1.8 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	M	<ul style="list-style-type: none"> Pupils eligible for free school meals receive free meals when in school and will continue to receive vouchers/school vouchers for FSM students who are isolating or ill with Covid. We are setup with the national free school meals voucher system should the school be asked to lock-down for any period in the future. 	YES		L
1.9 Risk assessments					
Risks are not comprehensively assessed in every area of the school considering COVID-19, leading to breaches of hygiene guidance.	M	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Staff carrying out specific duties or close contact support with students Students with specific medical or learning needs Different areas of the school that can be used When pupils enter and leave school During movement around school During break and lunch times Managing specialist aspects to enable practical subjects, or where shared equipment use is required, to be taught with a thorough hygiene and cleaning strategy being in place. 	YES	<ul style="list-style-type: none"> These arrangements will be monitored and reviewed by SLT periodically and adapted as required. Standard operating procedures (see Appendix H) are being used for communicating operational steps for different classroom or school use scenarios. 	L

Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> School attendees' ethnicity has been considered when assessing any potential risks of attending the school setting and in keeping with the Equalities Act and Public Sector Equality Duty. All individual staff and students' needs are able to be met. 			
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> Janitorial cleaning staff carry out a daily clean with their focus on high touch areas e.g. handles, hand rails etc 	YES	<ul style="list-style-type: none"> Schedule 2 summarises the additional cleaning tasks and regime. 	L
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken regularly. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Multiple hand sanitisation stations have been installed throughout the school and in classrooms to ensure all users and visitors of the school are able to maintain hand hygiene. 	YES		L
Pupils encouraged to wash their hands regularly	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	YES	<ul style="list-style-type: none"> Briefing documents will be issued nearer the school reopening date and as part of formal briefing meetings or as required as staff/students return to school. 	L

Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.3 Infection testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	<ul style="list-style-type: none"> Guidance on getting tested has been published to staff. The guidance has been explained to staff as part of the induction or return to school process. If staff (or students) develop symptoms whilst in school, they will be isolated until they can travel home safely. 	YES	<ul style="list-style-type: none"> A PCR test must be taken and the school informed of the result for someone who has been sent home with symptoms. 	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the recommending of testing for both staff and pupils and appropriate action, in line with government guidance. Should the tests prove positive Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. 	YES		L
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	M	<ul style="list-style-type: none"> Staff, pupils and parents receive regular communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the return to school induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. In line with the Government NHS Test and Trace guidelines. 	YES	<ul style="list-style-type: none"> Updated letter to be sent to parents informing them of the new procedures if a student has symptoms of Covid 19 	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	<ul style="list-style-type: none"> Staff, pupils and parents receive regular communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the return to school induction process. Any updates or changes to this guidance are communicated in a timely and effective manner to all stakeholders. 	YES		L
Lateral Flow Testing of Students and Members of Staff leading to increased	M	<ul style="list-style-type: none"> Any student with a persistent cough, high temperature, or loss of taste/smell must take a PCR test and will be sent home from school 	YES		L

Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
cases of COVID 19 and cross contamination of samples		<ul style="list-style-type: none"> Student & staff asked not to attend school if you have any of these symptoms No school Track and Trace required – but seating plans are crucial COVID+ individuals required to self-isolate for 5 days as long as they LFT negative on days 5 & 6 'Proximity contacts' including family members are no longer required to isolate 			
2.4 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> First Aid certificates expiry dates have been checked. A programme for the ongoing or refresh training of additional staff is in place. Nominated Lead First Aid responsible staff will be identified on a rota basis. 	YES		L
2.5 Medical rooms					
The configuration of medical rooms may compromise close contact measures	M	<ul style="list-style-type: none"> Additional rooms and designated bathroom facilities are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. A dedicated waiting room ("stay safe departure lounge") for staff and students who have developed symptoms whilst on site, has been established separate from the medical/first aid room. Both the medical room and departure lounge will be maintained as 'clean zones' with no widespread use other than for the specified purpose of delivering first aid or the waiting for collection and travel home 	YES		L

Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.6 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil briefings have been created. 	YES	<ul style="list-style-type: none"> See Schedule 3 Communications Strategy Additional briefing documents have been developed to highlight key information. 	L
Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text message and the school's website. 	YES		L
2.7 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g., SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Task specific risk assessments and CoSOPs have been communicated with the individual members of staff or students where the use of PPE is applicable 	YES	<p>Summary:</p> <ul style="list-style-type: none"> Optional PPE for staff attending school comprises of: surgical face mask and disposable gloves (latex and nitrile offered).. Mandatory PPE is provided for nominated staff who are carrying out cleaning duties or specific close-contact student support such as First Aid or SEND learning support. The Medical Rooms areas require mandatory PPE to be worn for all school and kitchen contract staff entering the area. 	L

Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3. Enhancing mental health support for pupils and staff					
3.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> There are enough trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	YES		L
3.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	YES		L
Working from home can adversely affect mental health	M	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	YES		L

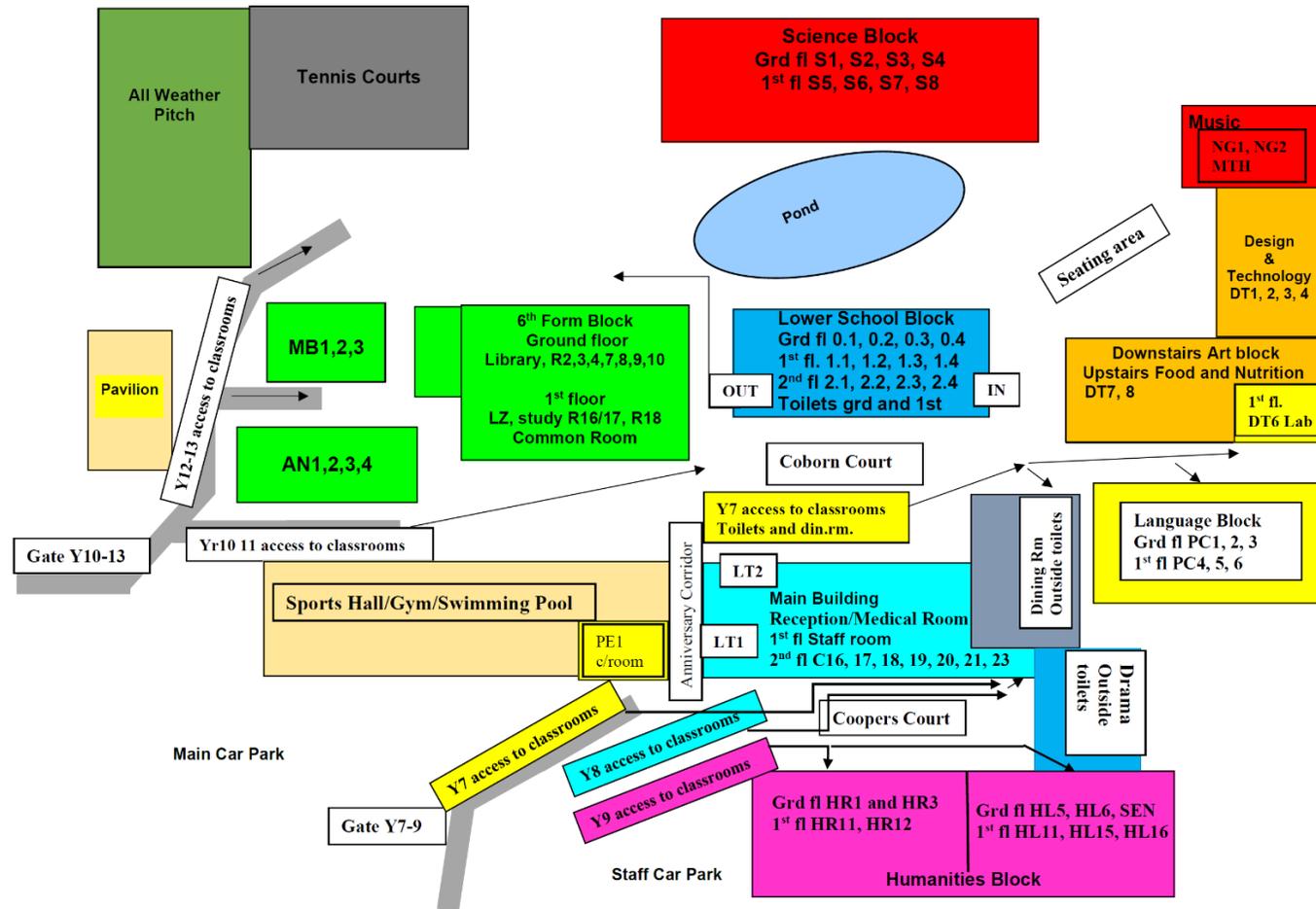
Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	YES		L
4. Maintaining educational provision for children who have to isolate due to Covid					
4.1 Maintaining provision					
Educational provision must still be maintained for children if they have to isolate due to Covid reasons	M	<ul style="list-style-type: none"> Current government guidance is being followed. If pupils have to isolate or are ill due to Covid, classroom work will be put on Google classroom ensuring they don't miss any work set by their subject teachers. 	YES		L
5. Operational issues					
5.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required Designated one-way systems and controlled entry and exit routes should be ignored in the event that the fire alarm sounds and an evacuation is required. Follow the "Fire Exit running man" symbols and use all exit routes. Incident controller and fire marshals have been trained and briefed appropriately. REMINDER: The Health and Safety Executive has reminded all schools that fire doors (classroom and office doors) are always to be kept closed. Room ventilation will be provided by other means. 	YES		L

Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	YES	<ul style="list-style-type: none"> Nominated staff will be allocated Fire Marshal and Fire Warden training and responsibilities based on the areas of the school being used. 	L
5.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk of infection controls	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g., site maintenance and H&S related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils, and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained. Alternative arrangements have been considered and implemented such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. 	YES	<ul style="list-style-type: none"> 	L
6. Governance					
6.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> The governing body continues to meet regularly and as required via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 	YES		L

Areas for concern	Initial Risk rating (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 			

7. Ventilation					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Staff & students in a relatively small closed space within the classroom environment are more susceptible to	H	<ul style="list-style-type: none"> Advice followed from government and Health & Safety Executive Staff members to open up windows in classroom first thing in the morning Personal choice of staff members or students to wear a face mask inside of the classrooms & communal areas Students encouraged to use hand sanitiser located in classrooms and communal areas frequently 	YES	<ul style="list-style-type: none"> Staff members to continue saving their table plans where students are seated in their lesson. Doors must be kept closed during the lesson time 	L

C.SCHEDULE 1: School Site Plan with Year Group Bubbles/Zones (Break time Only)



Last updated: 20/08/2020

D.SCHEDULE 2: Summary contract cleaning regime

School Areas	Tasks	Timing / Frequency
Common areas	Door handles, push plates; door glass and openers; banisters and handrails; switches; surfaces and ledges; sanitiser dispensers and water refill stations	08:00 – 16:00 As required. School staff to notify premises team
Classrooms	Door handles, push plates; door glass and openers; switches; desk surfaces and chair legs, sides, seat and back. (If computer classroom, include keyboard and mouse of available workstations and teachers' workstation) <i>Note: students and staff to also wipe down own workspace with antiseptic wipes. All desks to be kept clear of papers and documents to enable effective cleaning</i>	08:00 – 16:00 As required. School staff to notify premises team
Staffrooms	Door handles, push plates; door glass and openers; switches; work and preparation surfaces and ledges; taps, sink areas and hot or cold-water dispenser handles/buttons	08:00 – 16:00 As required. School staff to notify premises team
Offices	Door handles, push plates; door glass and openers; switches; desks and work surfaces, chair legs, sides, seat and back, cupboard and filing cabinet handles and edges	15:00 – 17:00 Evening/End of day activity after staff have left. Ensure list of offices being used is obtained from Premises Team by 14:00
Toilets	Door handles, push plates and cubicle openers/locks; switches; work and preparation surfaces and ledges; toilet handles, pan and paper dispensers; taps, sink areas; soap dispenser handles and air dryer buttons	08:00 – 16:00 Min hourly intervals
First Aid / Departure Lounge (Medical room & Meeting room g/f, next to JHA office)	<i>Note: Enhanced PPE required – Respirator masks, gloves, disposable apron, and eye protection goggles. Disinfectant clean, not just antiseptic wipes/cleaner</i> Door handles, push plates; door glass and openers; switches; table, work surfaces and ledges; chair legs, sides, seat and back; Paper towel dispensers; taps, sink areas; soap dispenser handles; Cupboard and drawer handles and facias; dispose of any remaining loose paper or magazines.	08:00 – 16:00 As required each time after rooms are used. School staff to notify premises team or Cleaning Supervisor after rooms have been used. These areas are classified as sterile or clean rooms.
Floors (all areas)	Mop and clean (or vacuum). Hard surfaces to include skirting and upstands where applicable	Daily from 14:00 depending on area. Offices, stairs and corridors are the last to do

E.SCHEDULE 3: Communications Plan

The communications channel examples shown below indicate the types of communications the school utilises. The Headteacher retains responsibility for all published communications. There is no expectation that anyone in the school will issue communications within any specific timeframe.

Channel/Medium	Content	Creator/Drafting	Publisher
School Website (Home page)	<ul style="list-style-type: none"> • Links to updates • Headline news items 	SLT	JHA
School Website (Learning from home page)	<ul style="list-style-type: none"> • Links to summary learning content • Subject specific half term curriculum topics 	Heads of Department SLT	JHA
School Website (Covid-19 updates page)	<ul style="list-style-type: none"> • Links to updates • Headline news items 	SLT	LHA
School Website (Letter's page)	<ul style="list-style-type: none"> • Links to updates • Headline news items 	See below	JHA
Letters Home (Posted)	<ul style="list-style-type: none"> • Links to updates • Headline news items 	SLT	
'Everyone' Emails to staff	<ul style="list-style-type: none"> • Headteacher briefings to staff 	Headteacher SLT	JOR
Emails to parents	<ul style="list-style-type: none"> • Headteacher briefings to parents 	Headteacher SLT	JOR
Emails to parents	<ul style="list-style-type: none"> • 'Learning from home' briefings to parents 	SLT	RBE MDU JDH
Parent Mail	<ul style="list-style-type: none"> • Short URL Links to letters published on Website • Short briefing updates 	Headteacher SLT	JOR MDU JHA
School FaceBook account	<ul style="list-style-type: none"> • Positive news stories and celebrations 	Headteacher SLT HOD	Various
School Twitter account	<ul style="list-style-type: none"> • Covid status updates • Links to Gov Guidance • School H&S steps and progress 	SLT	LHA
Google Classroom	<ul style="list-style-type: none"> • Student access to new learning resources 	Subject Leads, Departmental	Various
Google Guardian emails	<ul style="list-style-type: none"> • Missing work • Upcoming work • Class activity 	HODs	Various
Departmental Social Media	<ul style="list-style-type: none"> • Links to relevant content • Positive news stories and celebrations 	HODs	Various

F.SCHEDULE 4: School Ethnicity

- Please refer to the published [Public Sector Equality Duty](#) document on the school website.

G. SCHEDULE 5: CCCS Enhanced Hygiene Controls – Coopers' Standard Operating Procedure (CoSOP)

CoSOP Title:	Enhanced Hygiene Controls (school wide)	
DATE: (of drafting)	19 th August 2020	
DRAFTED BY:	Lee Hanford	
APPROVED BY: (Manager/Team Lead)	Sue Hay	
DOCUMENT CONTROL:	Ver 1.0 – initial document for approval and to be shared with SLT Ver 1.1 – updated following feedback Ver 1.2 – End of Restrictions	
Step#	Procedures	Done Y / N
01	Before entry to the school all students, staff and visitors are recommended to sanitise their hands	
02	After signing-in or after touching any surfaces whilst making your way to your classroom or meeting area, everyone must sanitise their hands again. (Hand sanitisers are located throughout the school and in every classroom)	
03	All staff are recommended to sanitise their hands as they enter or change classrooms	
04	Please report any low supplies of sanitiser or hygiene pack resources to the Support Staff Team immediately via email.	
05	Please note maximum occupancy rates indicated on the doors for some staff work room areas and toilet facilities.	
06	Staff are required to use antibacterial wipes to clean down the teacher's desk, computer keyboard and mouse and drywipe or interactive whiteboard surface if used, before leaving the classroom.	
07	Students are not required to clean down their desks or chairs when leaving their allocated classroom.	
08	If a student coughs or sneezes at their desk, please ask them to clean down their work area, and that of the person they share a desk with, using an antibacterial wipe and a tissue where necessary.	
09	All hygiene waste must be put in the foot operated bin provided in each classroom. Do not open the bin with your hands.	
10		
Issues to raise / By whom:		