

Aim:

Healing MAT's priority is to protect the health and safety of all staff and pupils by removing or reducing workplace risks. It is very important that staff and pupils feel safe at work and arrangements are kept under constant review. This document states the reasonable and practical steps that will be carried out in each school to minimise the risk of

Strategic Risks: Planning for Re-opening School				
ITEM	RISK Who might be harmed?	Area of Risk	Additional Controls	RAG Rating
1	All staff including: Teachers Teaching Assistants Admin Staff	Employment: Managing and Communicating Expectations of Staff	Consult relevant staff on key September re-opening points where support and buy-in is required (new single year group tutor groups, staggered and shorter breaks and lunch breaks on rotational basis, collection from and escorting to designated year group areas).	
4	All staff including: Teachers Teaching Assistants Admin Staff Premises Staff Kitchen Staff Cleaners Pupils	Ensuring the capacity and staffing for the school	Consult with premises team and cleaning team to determine relevant changes to shift patterns, increased cleaning during school day, shift times in school and expectations.	
5			Communicate and liaise with parents regarding full reopening plans and relevant information for all year groups.	
7			Ensure sufficient staff are available to safely open the school, including: Leadership Capacity Site staff and first aiders Cleaning Staff Lunchtime supervisors	
8			Finalise and communicate full arrangements to ensure that safe working practices can be maintained. Pay attention to routines altered due to COVID-19. Regularly review arrangements.	
9			Low staff morale and reduced well-being	Inform all staff of safety procedures and processes in place across the school and respond to queries in a timely manner, and as required.
10			Staff to immediately inform line manager if unwell.	

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11			For tutors, where staff are asked to work with new pupils or a different year group, provide support for their new role and <u>regularly check on their progress.</u>	
12			Where applicable, and in the event of symptoms/illness, maintain regular contact with staff who are self-isolating.	
13	All staff including: Teachers Teaching Assistants Admin Staff Premises Staff Kitchen Staff Cleaners	Absence from Work	Where employees are concerned about a full-time return to school, they should be re-assured of the measures being taken to ensure their safety. Ensure all plans and procedures are fully communciated and shared with all staff.	
14			If NHS track & trace identifies an employee has been in contact with someone who has symptoms then they will be required to self-isolate in accordance with government guidelines and work from home where possible. This will be on full pay.	
15			Any employee developing Coronavirus symptoms should remain at home and focus on their recovery. Normal sick pay provisions will apply in such circumstances. Staff must inform the school straight away and access a Coronavirus Test.	
16			Childcare	Where an employee's child develops Coronavirus symptoms and/or is in receipt of a postive test result, normal family leave provisions and pay will apply in such circumstances.
18	Teachers Teaching Assistants Pupils	Deployment of Staff	Each Headteacher to deploy staff as appropriate to meet the needs of the school. An individual can be reasonably expected to work in another part of the school or with different year groups.	
19	Teachers Teaching Assistants Pupils	Delivering the Curriculum	Where possible, and in-line with full re-opening plans, ensure full curriculum delivery and access to specilaist provision (Science, DT, Art, Food Tech, Music, ICT).	

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20			Consider pupils' mental health and wellbeing, including identifying any pupil who may need additional support so they are ready to learn.	
21			Adapt tutor time to support the personal, social and emotional needs of pupils, giving them a chance to talk, share and 'off load' their worries in a way that will support them to move on to a place of feeling more secure and emotionally stable.	
22			Ensure transition plans are adapted to take into account the absence of full Year 6-7 transition in the summer term.	
23	Pupils	Pupils with additional risk factors (e.g. Health, behaviour, SEND etc.)	Individual risk assessments reviewed or extended to minimise and manage risk.	
25		Pupils travelling to and from school	Pupils (via parents) to be encouraged to walk or cycle where possible and avoid public transport at peak times. Liaise with school transport for arrangements and timings of school buses and taxis.	
26		Review the Pupil Behaviour policy	Make temporary provision for the school to sanction pupils who wilfully refuse to adhere to new arrangements in place and/or any pupils who put others at risk as a result of their behaviour.	
27	Catering Staff Pupils	Catering available for all pupil meals	Contact catering company to ensure staff and food provision are in place, and in-line with all safety arrangements to separate individual year groups.	
32	All staff including: Teachers Teaching Assistants	Social Distancing Measure Plans	Control the movement around the school via a strict one-way system with clearly demarcated entrances and exits, and staff accompanying pupils, where possible, between lessons.	

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33	Admin Staff		Increase staffing supervision of pupils between lessons, and identify when pupils can be accompanied to their designated areas and be collected by teachers.	
34	Premises Staff Kitchen Staff Cleaners		Take steps to minimise pupil and staff contact with visitors in the school.	
35	All staff Pupils Parents Visitors to site Contractors	Managing Parents and wider community	Restrict people coming onto premises and communicate protocols.	
36			Plan any events for parents and pupils in the autumn term in the first instance (year 7 settling-in evening etc) to be able to take place remotely or via telephone.	
			If parents need to come to site, they are to remain 2m away from staff, other pupils and other parents at all times.	
37		Managing Visitors on site	Strictly limit visitors coming onto school site and apply stringent measures if it is an emergency. Avoid planning building works and only carry out maintenance that is a compliance requirement.	
38	All staff including: Teachers Teaching Assistants Admin Staff	Schools to have required PPE to operate	Currently, the use of PPE is not routinely recommended for use in schools. Instead advice is to practise good hand hygiene and social distancing to minimise the risk of infection. This advice to be monitored.	
39	Premises Staff Kitchen Staff		Identify pupils whose intimate care needs may require close contact. Order disposable plastic gloves, gowns and face masks	
40	Cleaners		Ensure school has sufficient PPE and has adapted policy in order to protect staff who need to administer first aid.	
41	Pupils	Schools have sufficient stock of equipment	Soap dispensers and soap.	

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42			Hand sanitiser.		
43			Paper Towels.		
44	All staff including: Teachers Teaching Assistants Admin Staff Premises Staff Kitchen Staff Cleaners Pupils Parents Visitors to site Contractors	Suspected COVID-19 case on site	Identify a room where children or staff portraying any symptoms can be housed. Keep door closed and window open whilst room is in use. Room will need deep-cleaning after use.		
45			Send child or adult home and ask to self-isolate and organise a test as soon as they can. Ask parent to inform school of test result as soon as possible. Inform MAT.		
46			If contact with the child is necessary, a face mask, plastic disposable gloves and apron should be worn.		
47			Identify all pupils and adults who have been in contact with this person and inform parents. Stringent hand washing required.		
48			Determine whether RIDDOR report needs completing.		
49			Follow 'track and trace' advice as required.		
50			Confirmed case of COVID-19	Contact all parents and staff from this group and follow current advice for self-isolation and/or testing. Inform MAT.	
51			Contact Public Health link at LA and follow advice given.		
52			If a second case is identified in other group in the school, contact Public Health England and seek advice on next steps and request school closes.		

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53	All staff Pupils Parents	Statutory Maintenance	Identify what maintenance has been missed or is due. Carry out property maintenance work.	
54	Visitors to site Contractors		Check insurance inspections are up to date prior to using any equipment such as lifts.	
55			The site manager checks that lifts, stairlifts and automatic doors are in working order.	