COVID-19: OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING

Autumn Term 2020

Context

This document sets out the academy's risk mitigation for wider re-opening to all pupils. It will be reviewed alongside national and local guidance as and when this is available. The academy has adopted the GAET Risk Assessment model, adapted from STAR Academies.

This document should be read in conjunction with the previous risk assessment.

Assessment conducted by:	Janine Kellett	Job title:	Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	August 20 2020	Review interval:	Bi-weekly	Date of next review:	September 4 2020

Related documents
Guidance for full opening: schools - GOV.UK
Coronavirus (COVID-19): implementing protective measures in education and childcare settings
Coronavirus (COVID-19) Collection: guidance for schools and other educational settings
Actions for schools during the coronavirus outbreak
Coronavirus (COVID-19): implementing social distancing in education and childcare settings
Coronavirus (COVID-19): guidance for educational settings
COVID-19: cleaning in non-healthcare settings

Risk Matrix

Risk rating		Likelihood of occurrence				
High (H), Medium (M), Low (L)		Probable	Possible			Remote
	Score	5	4	3	2	1
Major: Causes major physical injury, harm or ill-health. High transmission risk. Results in significant school closure or long term reputational damage affecting future stability, halts learning progress	5	25	20	15	10	5
Major/Severe	4	20	16	12	8	4
Severe: Causes physical injury or illness requiring first aid. Typical transmission risk in line with National rating. Results in temporary school or portion of school closure or reputational damage and impact on learning progress is likely	3	15	12	9	6	3
Minor/Severe	2	10	8	6	4	2
Minor: Causes physical or emotional discomfort. Low and controlled transmission risk. Results in changes to practice to secure continued provision, minor impact on continuity or progress	1	5	4	3	2	1

Likely impact

National Risk

Stage of outbreak	Level	Measure in place
Risk of healthcare services overwhelmed	5	Lockdown begins
Transmission is high or rising exponentially	4	Physical distancing continues
Virus in general circulation	3	Gradual relaxation of restrictions
Number of cases and transmission is low	2	Minimal physical distancing enhanced tracing
Corona virus no longer in uk	1	Routine international monitoring

As of July 2020, the national risk remains at 3.

Local Risk

As of 13 July, there were 1673 reported cases within Rochdale UTLA, with a rate of 681.6 per 100000 people. This is in comparison to the national infection rate of 446.6 and a regional figure of 597.1. Rochdale remains above both the national and regional infection rate.
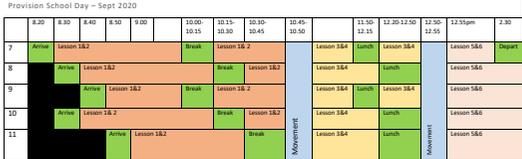
Data sources:

https://coronavirus.data.gov.uk/#category=regions&map=rate

https://coronavirus-staging.data.gov.uk/cases

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National Weekly Covid-19 Surveillance Report:
https://www.gov.uk/government/publications/national-covid-19-surveillance-reports

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
1. Establishing a systematic process for full opening in secondary schools						
1.1 Organisation of 'bubbles' in full year groups						
Unintended mixing between year groups will increase the risk of the virus spreading	5	- There is full compliance with the 9 PHE system control measures set out in the latest government guidance. - Each year group is allocated a designated set of rooms/spaces and stays within this area in KS3. In KS4, students will remain in the same classroom except for some specialist teaching or when using the dining room or other shared spaces. - All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group. - Planning and Schemes of Work have been reviewed and revised to minimise the use of shared and specialist facilities by bubbles one after the other and to maximise the use of teacher demonstrations rather than practical activity by pupils. EG Science experiments will all be modelled, and the first unit in PE will be cross-country. - Pupils observe hygiene guidance and wash hands frequently – sanitise at the gate; entry to building and classroom where appropriate. - Teachers moving between groups will comply with social distancing and hygiene guidance. - Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). Year groups are in building bubbles. Students remain in these bubbles during social times. Lessons will be in doubles to minimise movement.	Y	Letter to be sent to parents re: arrangements (21/08/20) Plan and deliver staff training in September re: 9 PHE (01/09/20); Clean Now; sanitisation and masks; clear desks; they work at a safe distance from pupils. Enhanced cleaning training over the Summer break (w/c 24/08/20) Mark pedestrian route through car park for Y7 and 8 exit. Ensure no car leaves during student dismissal for safety. Speak to Gardeners Arms about students walking through car park to exit and enter school	3	15

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
		• Staggered arrival and leaving times; break times and lunch times are in place: • Year 9 and 10 to arrive and leave at the Sandy Lane entrance • Y7, 8 and 11 to arrive main gate • Years 7 and 8 leave via back car park gate – Y8 via staff walkway; year 7 emergency road • Year 11 main entrance Provision School Day – Sept 2020 • • Social distancing is fully observed when small groups of pupils are withdrawn (e.g. for SEND pupils) • P Point correction to take place in each year bubble block • Letter has gone home to parents re: 9 PHE in July 2020 • Enhanced cleaning rota is in place ready for September. • Where KS4 classes use the same classroom, we will ensure students complete a "Clean Now" as part of their "Do Now". • Ensure all duty staff have had training to ensure sanitising takes place; all staff to ensure students sanitise at beginning of lesson • Plan training to be delivered in form and via Teams assembly on frequent sanitisation of hands, delivered via a video. This can be played on the screens in school. • Staff training to include social distancing whilst moving around the school. •				

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
1.2 Organisation of teaching spaces						
Teaching pupils in full classes will increase the risk of the virus spreading	5	• There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Pupils observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Pupils and staff to use hand sanitiser frequently throughout the school day • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach in place - Classrooms to be cleaned and bins emptied at the end of each day • Contact between individuals is minimised and social distancing maintained wherever possible. • Staff maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Unnecessary furniture is currently being identified by teachers and being removed by site staff. • Staff offices are limited to two per room where appropriate • There are posters around school reminding pupils of the measures. • Letters have been sent home regarding the hygiene control measures.	Y	A letter will be sent again nearer to September along with the same message on social media. (21st August 2020) Organise assemblies over teams re: Hygiene (03/09/20) Teaching staff and curriculum tutors to have training on checking Check eg main office where more than 2 people are currently stationed. (01/09/20) Mark smaller meeting room as out of bounds other than general first aid. Let reception knot to book for parent meeting	3	15

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	**Total Risk**
	5	The first few days back will include assembly style messages about hygiene as well as staff training Sanitising wipes and hand sanitiser are in each room. "Catch it, bin it, kill it" posters on classroom doors • Two bins in every classroom – one for general waste; one red lidded bin for covid related waste eg tissues • Staff will be trained on the understanding that they should not be within 2m for 15 minutes or more; or within 1m for 1 minute or more. • 2m teaching "boxes" have been taped out in all rooms to help with the above		Ensure Inclusion know that meetings will take place over the phone unless in an emergency, in which case use larger room, and offer face masks to visitors, and use Track and Trace (02/09/20) Receptionist to contact site team for immediate cleaning after use		
The use of shared spaces and specialist classrooms increases the risk of infection between year groups	5	• Shared spaces and specialist classrooms to be used by one discrete year group at a time. There will be no assemblies or form time for the time being. Teams will be used to inform pupils in their classrooms of assembly style messages. • All pupils to sit in rows. No use of specialist rooms in phase one. • Teaching "boxes" have been taped out in all rooms • Large and specialist spaces are cleaned and disinfected thoroughly before and after use. • Indoor large gatherings (More than 30 adults) prohibited. • If eg staff meeting outside, 2m dots on the playground floor MUST be used • Large spray for large spaces, plus 60 room sprayers • Each year group is to be kept in a bubble by being kept to one building and one classroom within that building. Staff will move classrooms rather than pupils move.	Y		3	15

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
1.3 Staffing						
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	3	• **The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.** • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held regarding return to work. • Risk assessments are undertaken for staff who are clinically vulnerable, clinically extremely vulnerable, or who have contextual factors related to age or ethnicity (Staff who are BAME or aged 55+ may be susceptible to risk of poor outcomes should they contract COVID-19). • Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. • Cha to contact supply agencies if staff numbers drop due to COVID	Y	• **Send the new guidance to staff, highlighting the 9 PHE system control measures; and updating health, BAME, pregnancy** • **Guidance (Send out by 01/09/20)**	2	6
1.4 The school day						
The start and end of the school day create risks of contact		• Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups.	Y	Submit cleaner overtime rota to KM for budgeting (03/09/20)	3	15

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
between discrete year groups	5	• Students are directed to their bubble buildings on arrival. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Yellow boxes have been painted outside entrances to prevent students from gathering in these areas. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • Students who arrive early will wait in year specific designated outside areas until 8:15am, students then move to their designated block • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • All entrances have been boxed off with yellow paint. •				
1.5 Planning movement around the school						
Movement around the school risks contact between discrete year groups	5	• KS3 bubbles are mostly confined to class bubbles with the exception of PE (using large spaces) and Technology (smaller classes) • Year group 'bubbles' at KS4 remain in their home bases for most of their learning. • • Timetabling avoids more than one year group in circulation at any one time in the same part of the building.	Y	AS to liaise with ARO re: Dinner tickets (02/09/20)	2	10

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
		• Staff moving between year groups observe social distancing and hygiene procedures at all times. • One-way systems are in place in all buldings across school and staircases are included in one way systems • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Appropriate duty rota and levels of supervision are in place.				
1.6 Curriculum organisation						
Having missed up to 5 months' learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened	3	• The school develops and implements a comprehensive 'catch-up' plan which will identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge, and will put in place plans to address this. This will include revising schemes of work, prioritising key elements of the curriculum, engaging in the National Tutoring Programme and additional planned intervention programmes. • KS3 schemes of work have been audited for missed key learning and plans from September amended accordingly. • KS4 schemes of work have been audited for essential and desirable learning ready to present a stripped back curriculum to staff, students and parents. • Teachers have "plans to the end" to ensure adequate time is available to teach essential content	Y	Staff training to include AFL and assessment in September (02/09/20) Students who have moved from 9 to 8 GCSEs need this communicating with them and their parents (by 10/09/20)	3	9

Commented [A3]: Maybe a comment about allowing elective use of face/mouth coverings when moving/on break here?

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
		• Gaps in learning will be assessed and addressed systematically in teachers' planning. Teachers use AfL to check understanding and build confidence • Home and remote learning will continue and will be calibrated to complement in-school learning and address gaps identified • Student entry has been reviewed at KS4 with a cohort of students who will benefit from sitting 8 qualifications rather than 9 gaining additional support in English & Maths				
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	3	• Learning activities for which there is a greater risk of infection are identified and relevant staff informed eg No live Science and Technology planned for September; there are no contact sports planned in PE • Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. • Enrichment activities are reviewed and revised accordingly. • Systems are in place for managing the cleaning of key equipment	Y		1	3
The resumption of non-overnight school visits poses risks to infection control	5	• All school visits are considered on a case by case basis. • A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. • Measures are taken to ensure that discrete year group bubbles do not mix on school visits. • No residential visits this term • Day domestic school visits are not to take place for the near future.	Y		1	5
1.7 Staff workspaces						

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
Staff rooms and offices do not allow for observation of social distancing guidelines	5	• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Small staff rooms are not being used and where social distancing can be maintained in larger staff rooms, numbers are limited to two people only. Larger spaces have been identified for more staff to use as work rooms	Y	Staff training to make clear 2m for more than 15 minutes; 1m for more than 1 min. (02/09/20)	1	5
1.8 Managing the school lifecycle						
Limited progress with the school's 2020-21 calendar and workplan because of COVID-19 measures	3	• School calendar for 2020-21 finalised within the context of the latest guidance on full reopening. • Senior Leadership Team (SLT) and staff workplans informed by reopening plans and latest guidance. • Staff recruitment for September 2020 completed. • SLT have been working together closely to ensure their plans for September onwards include specific changes that match the guidance and the COVID context. All have met with the Headteacher to go through their plans. • New staff have had a remote induction process managed by an Associate Assistant Head. They have all had remote meetings with their Curriculum Leaders and most have been in to visit the school, individually. There is a plan in place for a new staff day in August which will be socially distanced.	N		1	3

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
Pupils moving on to the next phase in their education do not feel prepared for the transition	4	- A plan is in place for Inclusion staff to speak with pupils and their parents about the next stage in their education and resolve any issues. Throughout lockdown there was regular contact via Teams by the CEIAG member of staff informing year 11 pupils about career opportunities, college induction etc. - Throughout lockdown there was regular contact with year 11 pupils through form tutor phone calls. - Colleges have offered advice when results are in, and this has been emailed, and put on Teams. - Year 10 to Y11 have had the opportunity to have a remote interview with Adele Fraser, Positive Steps Career advisor, Level 6. - All year 9 students have chosen their Options, and have been given GCSE taster sessions via Teams - There has been a thorough induction programme for year 6 pupils run by a transition team. This has included weekly videos made by key staff and shared for year 6 families via social media. - 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. - Each year 6 form has had a Zoom meeting with their year 7 tutor and member of SLT introducing them to all aspects of school life. The few families who did not attend are being contacted.	Y		2	8

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
		• All year 6 pupils have had a one to one phone call with their form tutors. • Tutors have set regular and engaging tasks for year 6 as modelled by tutors and key transition staff. • The school librarian has been reading chapters of a year 7 novel (as voted on by the year 6 pupils) each week. • Y6/7 Summer school w/c 27th July • 8 live Zoom Q&A sessions • Y6/7 Facebook page • 6 videos have been sent to primaries introducing key staff and giving tours of the buildings				
1.9 Governance and policy						
Governors are not fully informed or involved in making key decisions about reopening	3	• Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed.	Y	Send updated RA to Governing body (21/08/20)	2	6
1.10 Policy review						
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	3	• All relevant policies have been revised to take account of government guidance on full reopening and its implications for the school. This applies particularly to guidance and policy on attendance from September. • Staff, pupils, parents and governors have been briefed accordingly.	Y	Updated procedures to be shared with staff in September. (02/09/20) Check Health and Safety policy which is being agreed by the Trust (09/09/20)	2	6

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
1.11 Communication strategy						

Key stakeholders are not fully informed about the plans for reopening and their implications	4	• Communications strategies for the following groups are in place:
		    • Staff
		    • Pupils
		    • Parents
		    • Governors/Trustees
		    • Local authority
		    • Regional Schools Commissioner
		    • Professional associations
		    • Other partners
		• We are regularly communicating with parents via social media, letters home, texts and phone calls.
		• Pupils to be communicated with face to face from September.
		• Regular governors meetings have been held in order to keep them up to date on all procedures in place.
		• The Headteacher is regularly communicating with the Trust, the unions and local authority.
		• Teams meeting for Y6/7 in 21st August to clarify opening arrangements
			Y	Letter in September for Parents (21/08/20)	2	8

An unforeseen lockdown situation prevents effective communication with	3	• Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding.	Y	Chase up students where there is not 3 points of contact (02/09/20)	3	9

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
pupils, parents and staff regarding contingency arrangements		• A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. Communication plans during lockdown have been successful therefore we would revert back to this process if a further lock down occurred. • Contact records for pupils, parents and staff are kept up to date – JHu has checked all students have updated contact details. All new year 7 information has been received		KD to include on new data form in September which will include MW questions)		
1.12 Pupil attendance						

Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection	3	• Communications with parents reassure them about the safety of full reopening under the latest government guidance.
		• Dialogue is held with parents who have concerns.
		• Plan for Teams meeting in the last week to go through our opening plans.
		    • Vulnerable students and PAs from last year to have an individual phone call home
		      ○ One to one meetings with parents and pupils have been held if pupils are anxious about returning to school.
		      ○ Summer schools have taken place to support transition
			Y		2	6

1.13 Staff induction and CPD						
Staff are not trained in new procedures,	3	• A revised staff handbook is issued to all staff prior to reopening.	Y	Clarify fire procedures taking	2	6

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Total Risk
leading to risks to health		• Induction and CPD programmes are in operation for all staff prior to reopening, and include: • The 9 PHE system control measures set out in the latest government guidance • Organisational arrangements (i.e. year groups operating as 'bubbles') • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management All aspects to be covered through first day of training in September but many aspects have already been covered via email and live, remote briefings		into account new playground, and "dots" (02/09/20)		
New staff are not aware of policies and procedures prior to starting at the school when it reopens	3	• Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting. • All new staff have been inducted remotely but a further day is arranged for the end of August in school.	Y		2	6

						Total risk
1.14 Free school meals						
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period	3	• A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school.	Y	Link to FSM in letter home (21/08/20)	1	3
1.15 Risk assessments						

Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	5	• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:
		   • Different areas of the school
		   • When pupils enter and leave school
		   • During movement around school
		   • During break and lunch times
		 • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used
		   • School trips and visits
			Y		2	10

1.16 School transport						

Conditions and arrangements on dedicated school transport pose risks to infection control	5	The school does not have a dedicated school transport provision.
		
		Schools agree with the operators of dedicated school transport the following measures where possible:
		
		• how pupils are grouped together on transport, where possible reflecting the bubbles that are adopted within school
		• use of hand sanitiser upon boarding and/or disembarking
		   • additional cleaning of vehicles
		   • organised queuing and boarding where possible
		   • distancing within vehicles wherever possible
					1	5

	5	• Children over the age of 11, must use face coverings at all times on public transport			
Changes to public bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	5	• The details of how pupils will travel to and from school are known prior to opening. AS has emailed Nick at GMPTE re: School opening • Dialogue is held with parents about alternative ways of travelling to and from school, including cycling and walking – parents have received this in a letter w/c 9th July • Effective liaison with bus companies is used as a basis for planning staggered start and departure times. • Register to close at 9:15am to reflect staggered start times		LA to liaise with school re: public transport AS to liaise with Nick re: GMPTE Emphasise walking/cycling in September	3	15
1.17 Responding to cases of COVID-19 and local lockdowns					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	5	• There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • Year group 'bubbles' are kept discrete at all times. • The local health protection team is contacted immediately for advice • The school engages swiftly with NHS Test and Trace if cases are suspected. • Appropriate action is taken once advised by the local health protection team – this may mean that year group bubbles and some staff who have been in close contact with the person concerned may have to self-isolate for 14 days. • Arrangements are in place for home and remote learning for pupils who are required to self-isolate.	Y		2	10

The school is unprepared for a local lockdown should the rate of infection rise in the area	5	• There is full compliance with the 9 PHE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • There is regular liaison with the local health protection team. • Information for Rochdale: **Covid19 related issue in Rochdale, to be ema**iled to**School.Covid19@rochdale.gov.uk** The contact details for the Infection Control desk which is InfectionControl@rochdale.gov.uk in the event that this is needed. In the event of schools needing contact with a senior officer urgently, schools should make direct contact with Children's Services Directorate Personal Assistants; • Amanda Thomson 01706 926253 • Janet Finigan 01706 925402 • Jane Cooke 01706 925064 • Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the school closure period are applied to the contingency plan. • School building managers will read version 3 from the link www.cibse.org/coronavirus/covid/19/emerging/from/lockdown	Y		2	10

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<tr><td colspan="7">2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</td></tr>
<tr><td colspan="7">2.1 Public Health England system control measures</td></tr>
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	5	Current government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest government guidance are in place as follows: **1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school** The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents: • Anyone with symptoms must remain at home and self-isolate for 7 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Toilet windows must be open throughout the day • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be	Y	Updated procedures will be shared with staff in the first training day in September. (02/09/20)	1	5

		cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). In addition: • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. **2. Clean hands thoroughly more often than usual** • Handwashing / sanitising is scheduled into the school day. It takes place **as a minimum**: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • It is defined which bubbles are using which toilets and sinks.- each year group uses their own toilets • A tick sheet/ board is maintained when handwashing has taken place as a visual reminder. • Handwashing routines are re-taught to pupils using suitable video. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. **3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**			

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- Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and displayed around the school, particularly by washbasins/ toilets and at entry/exit points.
- The location of bins around the school is checked on, and more are ordered if necessary.
- A schedule for bins to be emptied / disinfected is in place and is adhered to.
- Pupils using public transport are reminded of the need to wear face coverings/masks.
- A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

- The school's business manager ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.
- The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.
- Stock checks and stock control are maintained.

5. Minimise contact between individuals and maintain social distancing wherever possible

- Pupils are organised in year group bubbles. In school, year groups are kept separate from each other. This may involve staggered start and finish times, staggered break times, staggered lunch times.
- Movement around the school by pupils is minimised. Bubbles are allocated home-bases and where possible taught in these classrooms.
- Where it is necessary for pupils to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters.

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		• The movement of staff between bubbles and around school during the day is minimised. Where possible, double lessons are used to support this. • For each year group, basic equipment (such as pen/ pencil/ eraser/ ruler/ glue stick) that pupils routinely need is collated and kept in separate bags. These are made available to any pupil who does not have their own equipment. Each pupil keeps this bag of equipment for their own use. • Arrangements are in place to avoid touching pupils' mobile phones and to avoid queues forming if they need to collect them from a central point. MTS operates a no phone culture. If phones are taken from students, we will ensure that staff know to use wipes to sanitise phone when taking in and distributing. • Specific lessons where practical equipment may need to be used, such as in science labs or design technology workshops - These specialist learning spaces are built into cleaning staff rotas to reduce risk of contamination by thorough cleaning between bubbles. Pupils are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble – "Clean now" to form part of the "Do Now". • Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library – David Hodgson to bring books to class using a trolley • The need for staff to take pupils' work away from school is minimised. Pupils' self -assessment of work in books is undertaken where appropriate. Where possible work is completed and assessed online. Work done on paper that requires teacher input/feedback is placed in a plastic box (for the class teacher / subject teacher as appropriate) and retained in school for 48 hours before being marked.			

		6. Where necessary, wear appropriate personal protective equipment (PPE) • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished **7. Engage with the NHS Test and Trace process** • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Staff induction for return to school includes information about the NHS Test and Trace process. **8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community** • Contact details for local Public Health England team and local authority health and safety team are readily to hand. • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date.			

		• Use is made of any template letters provided by Public Health England / local authority as directed locally. **9. Contain any outbreak by following local health protection team advice** • Advice provided by the local health protection team is acted on immediately. • Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.			
		2.2 Cleaning			
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	5	• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased.	In place by 01/09/20	2	10
		2.3 Hygiene and handwashing			
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	5	• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.		2	10
Pupils forget to wash their hands regularly and frequently	5	• 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.		2	10

	<td style="background:red"></td>	• School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.				
2.4 Clothing/fabric						
Not wearing clean clothes each day may increase the risk of the virus spreading	3	• Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. • Expectations and guidance are communicated to parents. • Letter home to parents has informed them about wearing uniform. A further letter needs to be distributed to reinforce this			1	3
The use of fabric chairs may increase the risk of the virus spreading	3	• Fabric chairs are taken out of use where possible. • Where that is not possible, chairs are limited to single person use.			1	3
2.5 Testing and managing symptoms						
NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing	5	• Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. • Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. • Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. • Staff, parents and pupils are clear that they should self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).	Y		1	5

	5	• Post-testing support is available for staff through the school's health provider.				
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	5	• 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 use of NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. • 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 in line with the most recent government guidance. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.	Y	Staff will be retrained on this in 01/09/20	2	10
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	5	• Staff, pupils and parents have received clear 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 induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	Staff will be retrained on this in 01/09/20	2	10

Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	5	• Staff, pupils and parents have received clear 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 induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	Staff: 01/09/20 Students: Assemblies w/c 07/09/20 Parents letter: 01/09/20	2	10
2.6 First Aid/Designated Safeguarding Leads						
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	3	• First Aid certificates extended for three months. • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed • All teaching rooms to have plasters in, to eliminate the need for students leaving classrooms. Google docs to be set up to log First Aid incidents		Green crosses to be put outside the rooms of First Aiders by 03/09/20	2	6
2.7 Medical rooms						
Medical rooms are not adequately equipped or configured to maintain infection control	5	PE first aid incidences, to be dealt with in house. Students to be collected from that block by parents/ambulance Use of second interview room for first aid where needed • If a large number of First Aid incidents (unlikely), sit in the hall and use fire exit to be collected.				
2.8 Communication with parents						

Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	5	• As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary - done • A COVID-19 section on the school website is created and updated. • Parent and pupil handbooks are created and updated.	Y	Letter home to parents in September COVID 19 section needs to be added to the school website (By 01/09/20)	1	5
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	5	• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	Y		1	5
2.9 Personal Protective Equipment (PPE)						
Provision of PPE for staff where required is not in line with government guidelines	5	• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • Visors are being provided for curriculum tutors and those who support students within two metres.	Y		1	5
3. Adopting the new organisational model of discrete year group 'bubbles'						

3.1 Pupil behaviour						
Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete year group 'bubbles'	5	- Clear messaging to pupils on the importance and reasons for operating in year group 'bubbles' and on social distancing at other times is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. - Staff continue to model social distancing consistently. - The movement of pupils around the school is minimised. - Large gatherings are avoided. - Break times and lunch times are structured to avoid different year groups coming in to contact with each other and are closely supervised. - The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. - Senior leaders monitor areas where there are breaches of the discrete year group 'bubble' model and arrangements are reviewed. - Messages to parents reinforce the importance of adhering to the new arrangements. - Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary.	Y		2	10
3.2 Classrooms and teaching spaces						
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures	5	- All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows. - Teaching boxes are marked out in most rooms and all will be done by September. Staff are currently removing unnecessary furniture from their classrooms. This will be completed by September.	Y		1	5

3.3 Specialist learning spaces						
The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection between different year group bubbles	5	• The learning space and equipment are thoroughly disinfected before a new bubble enters – there is minimal movement in the first phase of our timetable. Enhanced cleaning where more than one class uses a space. • Schemes of work are reviewed to minimise the use of specialist learning spaces by different bubbles in succession. • Teachers' planning is reviewed to maximise the use of teacher demonstration rather than pupil practicals.			1	5
3.4 Shared spaces						
The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing	5	• No more than one year group is scheduled to occupy a shared space at any one time. • Shared spaces are cleaned after use.			1	5
3.5 Alternative provision, inclusion centres, withdrawal of pupils to small groups and detentions						
The use of spaces for AP/inclusion/withdrawal of pupils/ detentions risks the spread of infection		• N/A • Social distancing is fully observed in spaces where small groups of pupils are brought together for a specific purpose. • Spaces are cleaned after use.				
3.6 Movement in corridors						
The discrete year group 'bubble' arrangements are breached when pupils circulate in corridors	5	• Home base/year group bubble arrangements are in place. • The use of shared/specialist learning spaces is timetabled to avoid different year groups coming in to contact with each other. • One-way systems are in place. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage.			2	10

	 	• Any pinch points/bottle necks are identified and managed accordingly. • Appropriate supervision levels are in place.			 	

3.7 Break times					
Year groups may mix at break times	3	• Break times are staggered. • Pupils are kept within their assigned 'bubbles' during social times. • External areas are designated for different groups. • Pupils are reminded about staying in their assigned 'bubbles' as break times begin. • Appropriate signage is in place around the school and in key areas. • Supervision levels have been enhanced.		Rota needs communicating with staff (02/09/20)	2	6

3.8 Lunch times					
Year groups may mix at lunch times	3	• Lunch times are staggered. • Pupils are reminded about staying in their assigned bubbles as lunch times begin. • Pupils wash their hands before and after eating. • Dining areas are cleaned before and after each year group has used them. • Tables and chairs have been cordoned off where necessary. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Pupils eat lunch with others in their bubble.		Rota needs communicating with staff (02/09/20)	2	2

		• Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).			

3.9 Toilets						
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete year group 'bubbles'	5	• Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. This can be achieved by pupils from a specified bubble visiting the toilets at set times. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands.			2	10

3.10 Medical Rooms						
The configuration of medical rooms may compromise social distancing measures	5	• Social distancing provisions are in place for medical rooms. • Additional rooms 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.			2	10

3.11 Reception area						
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	5	• Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors.		Look carefully at the social distancing measures in reception eg Traffic light system, with	2	10

				one person in at a time; and 2m waiting crosses outside reception). To be completed by 03/09/30		
3.12 Arrival and departure from school						
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different year groups mixing	5	• Start and finish times are staggered for each discrete year group 'bubble'. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times.			2	10
3.13 Transport						
The use of designated school transport and public transport by pupils poses risks in terms of social distancing	N/A	• Agreement has been reached with companies operating designated school transport on the optimum arrangements possible to minimise the risk of spreading the virus. • Revised guidance is in place for pupils and parents on the new arrangements for pupils travelling on designated school transport, including advice on the use of face coverings if pupils are travelling with children other than from their own 'bubble'. • Discussions have been held with the relevant public transport authority, with the local authority and with bus companies on whether journey times can be staggered to avoid peak times. • Other ways for pupils to travel to and from school, such as walking and cycling, have been explored with parents.	AS to speak to Nick at GMT by 03/09/20			
3.14 Staff areas						

The configuration of staff rooms and offices makes compliance with social distancing measures problematic	3	• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. • Staff are briefed about the limitations to use of staff rooms.			2	6

4.1 Pupils with underlying health issues				

Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so	5	• Parents of pupils with underlying health conditions have been provided with updated guidance and discussions have been held with them on a case by case basis regarding attendance at school from September. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • The register of pupils with underlying health conditions is regularly updated. • Pupils who are BAME may be more susceptible to poor outcomes if infected by COVID-19. •		Check provisions for students who have been shielding and are returning to school in September (By 03/09/20) Identify any females who are pregnant, then pass on link, so that they can follow the advice (18/09/20)	2	10

4.2 Staff with underlying health issues				

Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	5	• Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding returning to work. • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.		Check medical details of new staff starters for September in terms of vulnerable and extremely vulnerable	2	10

		• Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with COVID-19. These include ethnicity and age. BAME staff and those over 55 years of age may be at heightened risk. • Current government guidance is being applied. • The Royal College of Obstetics and Gynaecology have published OH advice for employers and pregnant women	JFO to ensure all staff have completed this		

5.1 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** | 5 | • There are sufficient numbers of 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.
• Resources/websites to support the mental health of pupils are provided.
• Wellbeing to be taught in the Life Education curriculum
• Staff training on the first day to focus on how staff and students will be feeling and how to support
• Successful in bid for MHST
• Signposted support on the back of toilet doors
• Schools to work with School nursing services to support the wellbeing of pupils | AH to contact Rochdale Health Practitioner (By 20/09/20) | 2 | 10 |

5.2 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	5	• 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 have been signposted to useful websites and resources for mental health support.		Wellbeing to be added to all meetings including line management meetings	2	10
**5.3 Bereavement support**
Pupils and staff are grieving because of loss of friends or family	3	• The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. • Students can drop in or book appointments with school counsellor • There is also an designated email address – support@middtech.com		Add this support onto Covid19 section of website and signpost to all staff and students by 05/09/20	1	3
**6.1 Review of fire procedures**
Fire procedures are not appropriate to cover new arrangements	5	• Fire procedures have been reviewed and revised where required, due to: • Pupils operating in discrete year group 'bubbles' • Staff moving between discrete year group 'bubbles' • Students will line up in forms • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately.		Fire procedures to be communicated to staff and students in September training (02/09/20) Further fire warden and fire extinguisher training to be held in first half term (By 24/10/20)	2	10

Commented [A5]: Has been some recent DfE guidance on managing loss of staff. Hope we don't need to use it. https://www.gov.uk/guidance/steps-to-take-following-the-death-of-a-colleague-in-childrens-services

Fire evacuation drills - unable to apply social distancing effectively between discrete year group 'bubbles'	5	• Plans for fire evacuation drills are in place which take account of the new arrangements and apply social distancing where necessary. • Muster area to be 1metre plus for all bubble blocks • Staff will be 2 m from student where possible (staggered standing)			2	10
6.2 Managing premises on reopening after lengthy closure						
All systems may not be operational	5	• Government guidance is being implemented where appropriate. • All systems have been recommissioned. • Check list for all amenities to be used for agreeing clearance			2	10
Statutory compliance has not been completed due to the availability of contractors during lockdown	5	• All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.			2	10
6.3 Contractors working on the school site						
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	5	• Any ongoing works and scheduled inspections for schools (e.g. estates 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 maintained at all times. Personal phone numbers will be required for T&T			1	5

	■	• Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).		■	■
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	3	• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors and LA or trust.	Cleaning rota to be finalised and sent to CG to go to KM for budgeting purposes	2	6
8.1 Oversight of the governing body					

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	3	• The governing body continues to meet regularly 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 Principal'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. • 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.		1	3
**9. Additional site-specific issues and risks**	
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them	
		• All students will be invited, via Rochdale, to have the flu jab in the Autumn Term on school site • MTS will offer all school staff the flu jab		JFo to organise flu jabs for all staff by 20/09/20		
		• Any redeployment of TAs should not be at the detriment of SEND students				
		• Support staff can be used for targeted interventions				
		• Employ ITT trainees who can have responsibility for taking small groups and co-teach and plan and assess				

		• People coming back from listed countries must quarantine for 14 days				
		• A second wave of laptops will become available affected by outbreak • http://www.gov.uk/guidance/get-laptops-and-tablets-for-children-who-cannot-attend-school-due-to-coronavirus-covid-19		KD to include questions on data collection re: internet and access to computers		

Appendix A: Addendum to Covid-19 Workplace Readiness Infection Prevention & Control Risk Assessment - Test & Trace Guidance

There are frequent updates in Government advice based on the latest evidence regarding Covid-19 infection prevention and outbreak control. The last few days has seen the release of this new guidance document:

https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-council-buildings/covid-19-guidance-for-the-safe-use-of-council-buildings

This included one significant update that we need building managers to add to their Covid-19 risk assessment – set out below. We will add this to your already approved risk assessment as an addendum.

Please complete this and submit back to Jonathan Wilding here: Jonathan.Wilding@Rochdale.Gov.UK

2.ii   TEST AND TRACE

GUIDANCE	SPECIFIC ACTIONS REQUIRED	RESPONSE FROM BUILDING MANAGER
- The re-opening of public buildings is being supported by NHS Test and Trace. All premises must assist this service by keeping a temporary record of staff, customers and visitors for 21 days, in a way that assists with requests for that data if needed. This information could help contain clusters or outbreaks. - Buildings that take bookings should already have systems for recording their staff and any visitors, but may need to consider some of the details they record.	Show what arrangements you have made to record and store details of staff and all visitors attending the building including contact details	

• This policy applies to all public-sector venues whether indoors or outdoors. • Details are to be recorded for staff, customers and visitors • Details should ideally be collected at the point of entry • Record the date of visit, arrival time, if possible departure time and (critically) contact details – either a phone number or an email address • Where visitors are in groups the details of just the lead member can be recorded along with the number of people • Ideally records should be kept electronically but paper records are also acceptable, bearing in mind infection control guidance regarding avoiding sharing pens. • It is **not** obligatory for people to give their details. • It is **not** the responsibility of staff on reception to ensure that the details given are correct and accurate as we have limited means to verify this. • Information should be held for 21 days and then securely disposed of/deleted. • We should make clear why the information is being collected and what we intend to do with it. This can be done by displaying a poster (ATTACHED). • A consent template may be required for use in sensitive settings but this is not required otherwise.	• Show what arrangements have been made to delete this data after 21 days	

Appendix B: Letter for parents is a child shows signs of COVID:

Advice for Parents/Carers following illness in school

Dear Parents/Carers,

I am writing to inform you that today we have had reason to send a child home from school because they were displaying one or more symptoms of COVID-19. This is not a confirmed case and is a purely precautionary measure. Testing has been arranged in accordance with Government National Guidance for the child in question.

Until the test outcome for the child in question is known your child can continue to attend school.

If the child in question has tested positive for COVID-19 your child will then be categorised as a close contact of a confirmed case and as such you will be advised to self-isolate for 14 days from the date of contact.

Someone from school will contact you in the coming days to inform you of the test outcome and advise you if social isolation is required.

What to do if your child develops symptoms of COVID 19?

If your child develops symptoms of COVID-19, they should remain at home for at least 7 days from the date when their symptoms appeared as advised in https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance

You should arrange for testing for your child via https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested or 111.nhs.uk or primary care

A negative test does not mean that your child can return to school earlier than 14 days. Your child can return to school when they are 48 hours symptom free. Household members can end their isolation straight away following the negative test, unless someone else in the household is waiting for the result of their test.

Symptoms of COVID 19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from NHS 111 at https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at https://www.nhs.uk/conditions/coronavirus-covid-19/

Yours sincerely,

Headteacher

Outbreak Letter for School – Advice to Parents

Dear Parents,

Over the last <mark>xxx</mark> weeks we have been made aware of several children in our school community who have tested positive for COVID 19.

We are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The school remains open and providing your child remains well they can continue to attend school as normal. We will keep this under review.

What to do if your child develops symptoms of COVID-19

If your child develops symptoms of COVID-19, they should remain at home for at least 7 days from the date when their symptoms appeared as advised in https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance.

You should arrange for testing for your child via https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested or 111.nhs.uk or primary care.

All other household members who remain well must stay at home and not leave the house for 14 days.

The 14-day period starts from the day when the first person in the house became ill.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period

Symptoms of COVID 19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

· new continuous cough and/or

· high temperature

· a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from NHS 111 at https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/ or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at https://www.nhs.uk/conditions/coronavirus-covid-19/

Yours sincerely

Headteacher

Appendix D: Letter from Rochdale FAQ

/ / 2020

Dear parents and carers

XXXX school is committed to keeping both children and staff members safe now they have returned to school. We would like to inform you about what our school will be doing and what we ask of you as parents or carers if your child or any member of your household shows symptoms of coronavirus (COVID19).

The most common symptoms of coronavirus (COVID19) are a recent start of any of the following

- A new continuous cough
- A high temperature (feel hot to touch on the chest or back
- A loss or change in your normal sense of taste or smell

A **well** child/young person feels 100% well, seems themselves and not displaying any changes in behaviour or their daily routines. .

An **unwell** child could be a possible case of COVID19. Other symptoms that have been linked to COVID are vomiting, diarrhoea, sleeping more than usual, agitated, cold, headaches **-** anything that may indicate they are not feeling themselves.

Please DO NOT send your child into school if:

- They are unwell in any way
- Anyone in the household is unwell, awaiting testing or their result, or has been tested positive.

What happens if a child/young person or member of staff becomes unwell at school?

As soon as the school is made aware, the child, young person or staff member will be sent home and advised to isolate until the result of the COVID test is known. The school will arrange any necessary cleaning.

How do I get a test for my child?
If your child is displaying symptoms of coronavirus, your school will give you details of how to book a test at the local walk-in testing site which is located at the Rochdale Town hall car park.

A test can also be booked on the NHS website using the link below which provides you options for either a drive-through test, for which you or someone you live with must have a car to get to a regional test site or you can request for a home testing kit for yourself and anyone else you live with who has coronavirus symptoms. There is an identity check for home test kits.

https://www.nhs.uk/ask-for-a-coronavirus-test

Please ensure you inform the school when you have the test result, whether positive or negative.

What happens if a child, young person or staff member at the school has symptoms?

If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of smell (anosmia), they must be sent home and book a test.

- The person should isolate for a minimum of 7 days, or until the test
- Members of their household should self-isolate for 14 days. The 14 days is the time it takes for symptoms to show if you have been infected.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The rest of the bubble need not be sent home unless the child or adult has a positive test result returned.

What happens if a child, young person or staff member at the school tests positive?

Guidance states that:-

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. Therefore, children/staff in their bubble need to be sent home only if the child/adult has a positive test result.

- The person should isolate for a minimum of 7 days, or until the test
- Members of their household should self-isolate for 14 days. The 14 days is the time it takes for symptoms to show if you have been infected.
- The rest of their bubble/class/group within their school (children and adults) will be sent home and advised to self-isolate for 14 days (and offered testing if symptoms develop).
- The other household members who live with the contacts in the bubble/class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms

If my child tests positive, do I need to tell people they have been in contact with?
Yes. You need to log onto the NHS Test and Trace portal https://contact-tracing.phe.gov.uk/ and share details of all their close contacts. All close contacts (household, school related or any other close contacts) will receive a letter, a phone call or a text to advise them to self-isolate. Please also ensure that the School Head has been informed.

What happens if my child tests negative?
Your child can return to school when they are 48 hours symptom free. Household members can end their isolation straight away following the negative test, unless someone else in the household is waiting for the result of their test.

What do I need to do if either myself or my child has been in 'contact' with somebody who has tested positive

A 'contact' is a person who has been close to someone who has tested positive for coronavirus (COVID-19) anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others).

For example, a contact can be:

- People who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)
- Close personal relationships/partners
- A person who has had face-to-face contact with someone who has tested positive for coronavirus (COVID-19), including: being coughed on, having a face-to-face conversation within one metre, or having skin-to-skin physical contact, or any contact within one metre for one minute or longer
- A person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
- A person who has travelled in a small vehicle with someone who has tested positive for coronavirus (COVID-19) or in a large vehicle or plane near someone who has tested positive for coronavirus (COVID-19)

In a schools/setting context, all children/staff in the classroom 'bubble' will be classed as a close contact and others will be assessed on a case by case basis. If you or your child falls into one of the categories above of a contact, they must self-isolate at home because you are at risk of developing symptoms in the next 14 days and could spread the virus to others before the symptoms begin. If you have concerns for your health, contact your GP or NHS 111 online. In an emergency, contact 999.

What happens if somebody in the wider school community tests positive?
If a member of the wider school community (e.g. a parent/carer, a member of our cleaning staff, a governor) tests positive, they should let the school know immediately to identify if the confirmed case attended the setting in the 48 hours before the onset of their symptoms (or the date of the test). No further action is required in the school/setting if the person did not attend during that time when they could have been infectious. Contact tracing will take place with the person testing positive to understand the other types of contact the individual may have had both in school and out of school.

We would like reiterate ways to reduce the spread of coronavirus disease and the risk of you and anyone you live with getting ill with COVID-19:

- Maintain physical distancing and to stay 2 metres from apart from others (except family members)
- Stay out of crowded places and avoid mass gathering
- Wash your hands with soap and water often – do this for at least 20 seconds
- Use hand sanitiser gel if soap and water are not available
- Wash your hands as soon as you get home
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately and wash your hands afterwards
- Keep your hands away from your face (eyes, nose and mouth)

Please keep this letter for future reference. We would like to reassure you that we are doing all we can to keep your children safe and we thank you in advance for following this advice and guidance.

Yours sincerely,

Appendix E: Guidance from Rochdale HR:

EMPLOYEE WELLBEING		
Area of concern	**Statutory / DfE / National guidance**	**Local guidance**
Employee wellbeing	Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. Information about extra mental health support for pupils and teachers. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. We expect schools and trusts to work closely with staff and unions, as they normally would, when agreeing the best approaches for their circumstances.	Refer to schools own action plan relating to workload and wellbeing Questionnaire to understand concerns relating to return to work. Share by email / surveymonkey / alternative survey system Wellbeing checks with all staff (be mindful of individual circumstances e.g. bereavement, underlying health conditions, personal circumstances, domestic abuse) Risk assessments for individual staff including stress risk assessments Discussion at staff meetings / virtual meetings Small working group with key stakeholders including Governors, teaching / support staff, trade unions Supervision structure Regular 1.1 with line managers Regular team meetings - virtual Access Engage - Healthy School site for resources Counselling Employee assistance programme – sign up with PAM through Engage – Schools HR Schools have their own EAP offer through their insurance arrangements Access to CIRT where this is appropriate Support services leaflet for GM support – attached NEOST Wellbeing Guide - attached

PDF Greater Manchester Support Agencies.p	PDF 200616 NEOST Wellbeing guide.pd

HR POLICIES AND PROCEDURES		
Area of concern	**Statutory guidance**	**Local guidance**
Bereavement leave / support	The Statutory Parental Bereavement Pay (General) Regulations 2020	Part of Discretionary Leave Policy Employees are entitled to a reasonable period of unpaid leave upon the event of the death of an adult that would be considered to be a dependent (i.e. partner, parent or another who was dependent upon the employee). The schools Discretionary Leave Policy outlines entitlements to paid leave in certain circumstances. Support also available via the employee wellbeing section
Discretionary leave	Statutory discretionary leave Parental Leave (18 weeks unpaid leave up to the child's 18th birthday). Leave can be taken in blocks of 1 week at a time with a maximum of 4 weeks per child; for example 4 weeks parental leave could be added to the end of maternity leave. Different provisions apply if the child has a disability. Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach. Can I direct staff to come into school? It is natural that some staff will be worried about coming into school even if the risks for them are very low. You will know your staff best and so will be in the best position to work out how to proceed in individual cases. We are working in an	Discretionary Leave Policy Headteacher to use discretion based on school circumstances and personal circumstances to make decisions about requests for leave for any reasons Unpaid leave - in exceptional circumstances 30 days Dependent Leave – local agreement - Two days paid leave to make arrangements for the care of a dependent. This can be extended to five days paid leave in exceptional circumstances. Additional leave would be unpaid PDF Discretionary Leave policy_.pdf

	unprecedented context, and more reassurance and discussion than usual may be required. It is always best, if at all possible, to work out a sensible way forward in individual cases that acknowledges any specific anxieties but which also enables the school's responsibilities to be effectively discharged.	When considering any requests for discretionary leave, ensure equality act considerations are taken into account Discuss the request/concern with the employee Discuss shared child care responsibilities Are there specific days that are a cause for concern Consider adjustments to usual working hours/days Consider the use of annual leave / time off in lieu arrangements Access to local childcare settings – staff to indicate 200515 Day care options.xlsx they are key workers Discuss with the setting about their charging policy If staff have a difficulty accessing a setting they can contact Family.info@rochdale.gov.uk please provide the age of child, days needed for childcare and their preferred location within the Borough See also flexible working section
Flexible working	Flexible Working Regulations 2014	Flexible Working Policy Headteacher to use discretion based on school circumstances and personal circumstances to make decisions about flexible working requests Arrangements can be agreed on a temporary or trial period For adoption Spring Term 2016 Fl
Health Related Absence	Equality Act 2010	Health Related Absence Procedure Amendments have been made linked to current practice as meetings should not be held unless social distancing can be facilitated

		Sickness absence linked to Covid 19 should be considered for reporting purposes only and should be disregarded in any future absence monitoring or used as a trigger in a procedural stage of the process. If you are supporting a member of staff who is part way through the procedure or on a phased return, and you are unsure how best to support them moving forward, please contact your HR link for the case 📄 PDF Health Related Absence Policy - Apr A memo of understanding will be sent to schools which contains amended letters which have been created to reflect amended processes linked to business continuity.
Safe Working Practice	DfE statutory guidance Keeping Children Safe in Education	Guidance for Safe Working Practice for those Working with Children in Education and Early Years Settings (Code of Conduct) The Safer Recruitment Consortium have issued an addendum to their guidance in light of the different ways school professionals are currently working. 📄 W 200430 Final GSWPD with Covid a The changes focus on the appropriate use of technology for online/virtual teaching alongside updated guidance in a number of key areas due to Covid 19 All staff should be regularly reminded of their responsibility, under Health and Safety legislation to

		maintain a safe working environment including the need to comply with social distancing, hand hygiene etc and report symptoms, be training in/instruction and use PPE appropriately.
Temporary / fixed term contracts	Fixed Term Employees Rights	Temporary & Fixed term workers guidance 📄 PDF Fixed Term Contracts Schools should continue to follow the guidance on fixed term contracts if there is no longer the requirement for the temporary/fixed term contract Meetings to be held virtually unless social distancing can be facilitated Letters amended to reflect the Covid 19
Appraisal & Capability	Appraisal must continue during this period All pay progression for teachers is linked to performance management Schools should use their discretion and take pragmatic steps for example, by basing performance on the period schools were open, adjusting, if necessary, for expected trajectory had there been no closures	No change to LA model policy
Teacher Pay Policy 2020	LGA Teachers' pay update - attached 📄 PDF LGA teachers' pay update 2020 - 22 Jul	Consultation will commence on a model pay policy from 20th July 2020

OPERATIONAL / DAY TO DAY MANAGEMENT OF STAFFING THE SCHOOL SITE		
Area of concern	**Statutory guidance**	**Local guidance**
Communication	Decide content and timing of staff communication(s) including if bringing staff in in advance of pupils returning is necessary.	

Identification of staffing capacity	Your staffing picture may change so you should update your audit frequently. Ask staff to update you immediately if their situation changes as you will need to base decisions on your most recent staff availability audit. Where schools apply the full measures in this 2/7/20 guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.	Schools to undertake a comprehensive audit of current staffing position The spreadsheet previously provided could be used to assist this 200319 Staff absence information
Staff - Clinically Extremely Vulnerable / Clinically vulnerable	School Workforce Guidance Where schools apply the full measures in this 2/7/20 guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.	Maintain contact throughout home working period Risk assessment as appropriate (please see the original checklists issued if you are unsure of the staff groups identifying the need for risk assessments)
Living with people who are Clinically Extremely Vulnerable	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.	
Staffing levels and deployment	Guidance for full opening	Consider concerns raised by staff based on their family circumstance on a case by case basis

	It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate. Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term. Managers should discuss and agree any changes to staff roles with individuals. Any redeployments should not be at the expense of supporting pupils with SEND. Headteachers should be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff. Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns.	A blanket approach would not be feasible Consider local guidance under flexible working, discretionary leave and health related absence sections Review staff working hours/patterns and, through discussion with employees, consider alternative working arrangements Could staff be redeployed to support the school working effectively If you have identified the need for temporary additional staffing to support the opening of school in September, specifically as a result of Covid 19, you could make temporary appointments to your staffing structure. Governor approval (relevant committee) would be required but this would not result in a change to your school's substantive staffing structure.
Staff required on site / available remotely	Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers). In instances where you do need to use staff from other schools, ensure cover is agreed on a weekly basis, not daily, to limit contacts.	Consider all groups of staffing Headteacher/Deputy Headteacher Paediatric First Aid trained person Designated Safeguarding Lead – not required on site but available. Can be shared between schools Other key staff e.g. SENDCo, 1.1 TA support – school to determine Can staff be redeployed to provide additional support/capacity Check emergency key holder arrangements and business continuity arrangements for the staff available
Staff meetings / briefings / training / networks		Schools to consider replicating current arrangements utilising technology

		On line / virtual protocols All staff including those working from home should be included
Staff room areas / breaks		Breaks on rota cycle Additional cleaning required Ventilated area Reduce the number of staff interactions where possible
Insufficient capacity	Qualified teachers are qualified to teach any primary year group, including early years foundation stage (EYFS) if there are any shortages of teachers then teaching assistants can be allocated to lead a group, working under the direction of a teacher Volunteers may be used to support the work of the school, as would usually be the case. It is important that they are properly supported and given appropriate roles. Where schools and colleges are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in the volunteer section in Part 3 of <u>keeping children safe in education</u>.	Support from schools within the collaborative Primary school liaison with secondary schools Use of supply / agency / temporary staff Use of contracts held in abeyance e.g. Sports companies, music service Liaison with Local Authority for support from LA staff Use of volunteers with appropriate DBS checks, support and induction
Recruitment, selection and induction	Recruitment should continue as usual The government's <u>Teaching Vacancies</u> service can help schools to list vacancies for both permanent and short-term teaching staff quickly When recruiting, schools must continue to adhere to the legal requirements regarding pre-appointment checks.	The School's Recruitment and Selection Policy and Safer Recruitment requirements remain in place and should be followed throughout your process. 200428 Recruitment Process and Guidan During the summer, safeguarding checks can be carried out remotely as set out in <u>coronavirus (COVID-19): safeguarding in schools, colleges and other providers</u>. From the start of the autumn term checks will revert to being carried out in person
Staff with symptoms / Staff testing	Testing is available nationally https://www.gov.uk/apply-coronavirus-test	Staff showing symptoms should remain at home and self-isolate

		Testing is available locally 200428 Testing.docx
Training	Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make (for example, risk management, curriculum, behaviour, safeguarding).	Ensure staff who are clinically vulnerable/clinically extremely vulnerable are included whilst they work from home Use telephone/video conferencing arrangements
Agency workers, contractors and other people, as well as your employees.	Schools can continue to engage supply teachers and other supply staff Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. Advice for supply teachers also applies to other temporary staff working in schools such as support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs.	Schools to consider longer assignments and block bookings of agency staff or your own casual staff Ensure all temporary staff are inducted on safeguarding arrangements and the school's risk assessment immediately at the commencement of the assignment
Individual staff concerns about returning to work	Can I direct staff to come into school? It is natural that some staff will be worried about coming into school even if the risks for them are very low. You will know your staff best and so will be in the best position to work out how to proceed in individual cases. We are working in an unprecedented context, and more reassurance and discussion than usual may be required. It is always best, if at all possible, to work out a sensible way forward in individual cases that acknowledges any specific anxieties but which also enables the school's responsibilities to be effectively discharged.	Consider on an individual basis rather than a blanket approach Explanation of protective measures that will be in place to try and reduce anxiety levels Demonstrate adjustments for their particular circumstances Emphasise health and wellbeing benefits of reintroduction to work in reducing isolation etc. If all options exhausted and there is still individual refusal, identify that circumstances have now changed sufficiently for you to believe that staff H&S is protected in the workplace and it is safe for staff to return to work. Make sure there is a clear statement of employer / reasonable expectation and employee response

		Having established expectation of return to work, discuss the options available (this may be a mixed approach) e.g. . can the role b undertaken working from home . Flexitime or TOIL hours working to enable deficit time to be repaid over a longer future period (support staff) . Discretionary leave / compassionate leave / carers leave etc. (paid/unpaid) . Leave (AYR support staff & only short term) . Sick pay if the employee is unable to return to work linked to their health – usual reporting procedures/certification required Final worst case position is to treat as unauthorised absence and be dealt with as a conduct issue under the School's Disciplinary Procedure. This should be considered as a last resort.
Annual leave, holidays and Quarantine	In collaboration with ASCL and NAHT unions the LGA have today published joint workforce guidance for schools on how to best manage the Government's current quarantine rules and NHS requirement for self-isolation with regards planned hospital admission - attached 📄 PDF 200622 Joint workforce guidance The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK. We recommend that school leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term.	📄 PDF 200608 NJC advice - AL & Quarantine.pd In addition to the attached guidance, colleagues from North West Employers have indicated that this should relate to essential travel only and not for holidays at this time. In schools: . If restrictions where to be relaxed and holidays can be taken, there would be an expectation that employees factor the 14 days of self-isolation during the school closure period. Self-isolation due to a holiday should not encroach on term time . Compassionate grounds e.g. Funeral with pay . Deliberate non-compliance would result in isolation without pay and consideration a conduct issue If a situation occurs (e.g. localised lock down) during the period of time your member of staff is abroad, the

	Coronavirus regulations mean that you must self-isolate for 14 days if you return to the UK from a country outside the common travel area. The government is satisfied that it is now safe to ease these measures in England and has introduced travel corridor exemptions for some countries and territories. Travel corridors	situation will need to be dealt with on a case by case basis, based on the information presented. Contact Schools HR for specific advice.
Risk Assessment Consultation	Please find below the link to the HSE website relating to the duty employers have to consult on health and safety matters https://www.hse.gov.uk/pubns/indg232.pdf.	Please can you share your revised risk assessments and recovery plans (if you haven't already and may not have done if you have consulted locally at school level) with our local Branch Secretaries: Unison.Unison@Rochdale.Gov.UK peter.scott@rochdale.gov.uk Ray.Carrick@gmb.org.uk Nick.Wigmore@neu.org.uk nasuwt.rochdale@outlook.com SCassidy@spotland.rochdale.sch.uk shawa@wardleacademy.co.uk
Hospital appointments and admissions	Hospital appointments & admission (page 4) Admissions: . In-patient planned surgery / medical care must self-isolate for 14 days prior to admission. . Unless already on sick pay, employees should remain on normal full pay for the self-isolation period . Those who can work from home should do so. . If admission gets deferred, same rule should apply to further period of self-isolation Outpatient: only patients who are asymptomatic should attend, ensuring they can comply with normal social distancing requirements.	
Seasonal work e.g. exam invigilator		Additional LGA schools guidance 3

		You should undertake an assessment of Casual staff undertaking seasonal work to see whether they are entitled to payment from you. Where they only work annually e.g. Invigilators, you should apply the following process: . Qualifying condition: To demonstrate regularity of the arrangement check back over 2 years 2018 & 2019 or if you have approached/appointed a Casual for the 2020 exam period you should honour the arrangements made . Payment to be made on the basis of an average of the last 2 years or on the basis of the devised timetable for exams for 2020 where these arrangements were made with the individual . Other cases to be considered on a case by case basis with advise from Schools HR Service

Appendix F: Catering:

COVID19 - SAFETY RISK ASSESSMENT

Directorate: **Neighbourhoods**	Section/Team: **Facilities Management (Middleton Tech)**

Job role/s: All Catering Staff

People who might be harmed i.e. staff, members of public: **Staff, Pupils, Teaching Staff, Inspectors**	Assessment date: 13 June 2020
Are there any special considerations needed for new & expectant mothers or persons under 18, etc**. Yes If yes, specify: Expectant mothers/staff aged over 70 must self isolate.**	Review date: 22 June 2020
Names of all involved in assessment process: Keally George Senior Area Manager Catering, Peter Gurney Facilities Manager Middleton Tech – Sheila Higginson Catering Manager/Adam Smith senior AHT	Manager authentication: K. D. George

Hazard / risk identified Task/ activity / process / stressor	Current precautions in place	Improvement action needed following incidents, changes, etc. Place these on an action plan.
Contact with colleagues/pupils/staff/contractors	• You must keep 2 meters distance from other team members within the kitchen, as well as pupils, school staff, visitors and contractors. • Where more than 1 member of the catering team is on site look at using tape on the floor to ensure self distancing.	• The appropriate signage to be displayed in all kitchen area. • Action has been taken to do this including store rooms –all kitchen area has been social distanced with floor markings and signs • Discuss with Head Teacher the safest way to serve food whilst keeping 2 meters distance.
Food Service	• You will need to consult with your head teacher on the process for the food that is being served and how this is distributed to the children. If social distancing can be observed then children/staff will collect the food from the service area. Where this is not possible the school may instruct the welfare staff to collect from a central location and distribute accordingly.	• Action has been taken the children will pick a knife and fork wrapped in a serviette. Catering staff will put the food on the plate for them to avoid burns from food heaters. We will be using gloves at all times. • KW/VC students will clear away plates one person at a time using social distance

PPE	• Continue using your rubber gloves when washing up / cleaning etc. ensure these gloves are thoroughly washed with soap and water after use. • Please change gloves in-between tasks. • Uniform **MUST** be taken home and washed daily. • Face masks **DO NOT** need to be worn at this stage, however if you wish to wear them, please contact management who will supply these on request.	• Additional PPE in particular disposable aprons and disposable gloves will be issued and should be worn if standard work wear is unavailable. Action has been taken We adhere to this working practice at all times and all the year round, as it's an essential part of our daily routine. We follow the guidelines of the safety food better business for catering procedures.
Hazard / risk identified Task/ activity / process / stressor	**Current precautions in place**	**Improvement action needed** following incidents, changes, etc. Place these on an action plan.

Hand and Respiratory Hygiene	• Ensure hands are washed regularly and thoroughly with neutral detergent and water for 20 seconds or more, using the 7 step process • Step 1: Wet Hands. Wet your hands and apply enough liquid soap to create a good lather. ... • Step 2: Rub Palms Together. ... • Step 3: Rub the Back of Hands. ... • Step 4: Interlink Your Fingers. ... • Step 5: Cup Your Fingers. ... • Step 6: Clean the Thumbs. ... • Step 7: Rub Palms with Your Fingers. • • This should be done as a matter of routine before and after handling food, especially after blowing your nose, coughing . • If you cough or sneeze please use a tissue and then discard this into the bin and wash hands as above. • Additional information can be found at https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-	Action has been taken We adhere to this working practice for cleaning and personal hygiene at all times and all the year round it's an essential part of our daily routine. We follow the guidelines of the safety food better business for catering procedures.
Work Times	• Keep team numbers to a minimum in line with social distancing in the kitchen by sticking to agreed work rotas to minimise contact with all individuals.	• As more children return to school discuss within the team and with your manager the safest method of working whilst ensuring social distancing. Make a record of how many staff has worked per day. • Action has been taken. • Catering staff do a two days a week rota to minimize the risk. •
Work Surfaces / handles / Draws etc	• Frequently clean and disinfect your work spaces, fridge and freezer handles and any surfaces that you come into contact with on a regular basis. Please refer to your health and safety handbook for further guidance.	Action has been taken We adhere to this working practice at all times and all the year round it's an essential part of our daily routine. The catering team each day complete these tasks. We follow the guidelines of the safety food better business for catering procedures.

Deliveries	• When accepting any deliveries ensure the appropriate PPE (disposable gloves and aprons) is being worn and keep 2 meters distance at all times. • If you must sign for deliveries place the paperwork in a plastic wallet and do not touch for 72 hours. • Wipe down any stock with disinfectant if on a plastic wrapper and once stock has been put away in the appropriate areas then proceed to wash hands thoroughly with neutral detergent for 30 seconds or more.	Action has been taken. We adhere to this working practice at all times and all the year round it is an essential part of our daily routine, we follow the guidelines of the safety food better business for catering. • PPE is worn when meeting deliveries including face masks • Delivery driver puts the items in the store rooms, then when they have left ,the catering staff go in one person only to sort the items ready for storage • Catering staff wipe down the packages • Paperwork is left for 72 hours before handling
Personal Health	• If anyone shows signs of having a high temperature, ongoing cough, loss of taste and smell you **MUST** immediately go home to self-isolate and inform management. • You will be informed of any changes in relation to Covid. Latest updates can be found at https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/ •	• Once management have been informed this will be reported to the Covid19 team and you will be requested to attend testing at an agreed time and date. • Once management receive the test results if this is positive follow the appropriate guidelines if negative please speak to your area manager. • Action has been taken and all staff have been informed of the procedures including the testing for key workers.
Communication	• Please check your work emails regularly to ensure you are up to date on work issues and processes.	• From 1st June the mail bag service will resume along with the FM News Letter ensure all staff are made aware of any correspondence which may appertain to them. • Action will be taken when needed.

Appendix G: Enhanced cleaning rota

Appendix H: Curriculum plans for September