

Coronavirus (COVID-19): risk assessment for full opening in September 2020

Kirk Hallam Academy

Assessment conducted by: D. Belshaw/J Read	Job title: Head of School/Business and Operations Manager	
Date of assessment: 15/8/2020	Review interval: Monthly	Date of next review: 15/9/2020
Related documents		
Kirk Hallam Academy Routines 2020-21 , Kirk Hallam Individual Risk Assessment , Kirk Hallam Student Risk Assessment , Social Distancing Policy Statement , Infection Control Policy , Ill Health and Infectious Disease Risk Assessment , First Aid Policy , Fire Safety Policy , Fire Safety Risk Assessment , COSHH Policy , Administering Medication Policy , Premises Management Policy , Child Protection and Safeguarding Policy , Supporting Pupils with Medical Conditions Policy .		

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

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	Deadline	By Whom?	Risk rating following action H/M/L
Policies and procedures	<u>H</u>	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Social Distancing Policy Statement - Coronavirus (COVID-19) Full Opening Plan • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2020) 'Guidance for schools: coronavirus (COVID-19)' • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The NOVA Education Trust Central Services team • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via the website. 	<u>Y</u>	<u>7/9/2020</u>	<u>Head of School</u>	<u>M</u>

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		<ul style="list-style-type: none"> The BOM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school reopening to more pupils. The SLT reviews relevant school policies to ensure they account for new provisions. 				
Premises	H	<ul style="list-style-type: none"> The SITE MANAGER (KLA) checks all exterior windows, doors, locks, and other access points to ascertain security and integrity, including any signs of water ingress. The SITE MANAGER (KLA) identifies any signs of unauthorised access, arson, vandalism or anti-social behaviour on the premises. A suitably trained individual inspects all roofs, lofts and elevated access points for integrity and signs of water ingress. Roof and loft inspections are not carried out by untrained personnel. A suitably trained individual checks that external electrical equipment (e.g. CCTV cameras) is in working order. The SITE MANAGER (KLA) checks all areas of the school grounds, including car parks and walkways, for any potential hazards. The SITE MANAGER (KLA) checks all trees and shrubbery to ensure they do not pose a risk, e.g. there are no broken or overhanging branches. The SITE MANAGER (KLA) checks all security systems for integrity and that they are in working order. The BOM makes insurers aware of the building's state of use. The Head of School ensures that the insurer's risk mitigation requirements are enacted and observed. All keyholder information is updated in accordance with the insurer's instructions, where required. The SITE MANAGER (KLA) checks for any signs of pests, and any damage or loss of supplies as a result of pest activity. 	Y	26/8/2020	Facilities Manager	M

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		<ul style="list-style-type: none"> External signage is visible to show that access to the school premises is restricted. Any hazards found during checks on the premises are reported to the Head of School as soon as possible and issues are resolved prior to the school reopening to more pupils. The Head of School, in conjunction with the governing board, ensures the school opens only when it is safe and advisable to do so, in line with local and national advice. The Head of School identifies which areas of the school may be used for school activity, and by which pupils, and communicates this to staff, pupils and volunteers accordingly. Areas of the premises which remain closed are adequately secured and clearly identifiable. The SITE MANAGER (KLA) arranges for any changes to the premises to be made to account for social distancing measures. The Head of School limits access to the school for all non-essential visitors, e.g. guest speakers or third-party extra-curricular clubs. 				
Gas supply, systems and equipment	M	<ul style="list-style-type: none"> A suitably qualified technician checks the gas mains supply and any gas systems for integrity, leaks and safety. Where the gas supply or any gas systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. A suitably trained technician checks that all gas detection systems, including carbon monoxide detectors, are in working order. The SITE MANAGER (KLA) checks that all mandatory inspections of gas equipment are up-to-date and arranges any required inspections as soon as possible. 	Y	26/8/2020	Facilities Manager	L

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Electrical supply, systems and equipment	M	<ul style="list-style-type: none"> • A suitably qualified technician checks the electrical mains supply and any electrical systems for integrity and safety. • Where the electrical mains supply or any electrical systems have been switched off or isolated, a suitably qualified technician switches them back on, where required. • The relevant staff check that all phone and broadband connectivity is in working order. • A suitably trained technician checks that the main and emergency lights are in working order. • The relevant staff perform visual checks on all electrical equipment, e.g. computers and plug sockets. • The SITE MANAGER (KLA) ensures that any mandatory inspections of electrical equipment are up-to-date and arranges any required inspections as soon as possible. 	Y	26/8/2020	Facilities Manager	L
Heating and ventilation	M	<ul style="list-style-type: none"> • The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. • The SITE MANAGER (KLA) checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. • All ventilation systems remain energised in normal operating mode. • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • Where possible, the windows of occupied rooms are open. • Ventilation to chemical stores remain operational. 	Y	26/8/2020	Facilities Manager	L

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Fire safety and evacuation routes	H	<ul style="list-style-type: none"> A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order. The BOM and Head of School ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. The AHT Operations and BOM identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, and contractors. 	Y	26/8/2020	AHT of Operations	M
Water storage, drainage systems and sanitary appliances	M	<ul style="list-style-type: none"> A suitably trained individual checks all hot and cold water systems, including air conditioning units, for legionella or other harmful build-ups. All water systems are thoroughly flushed, e.g. toilets and taps, and the SITE MANAGER (KLA) commissions a water treatment specialist to chlorinate water systems where required. All equipment that uses water is run through a cycle, e.g. dishwashers and washing machines, to flush limescale and bacteria build-up. A suitably trained individual checks all sanitary appliances, including drainage, for blockages, adequate hygiene and that they are in working order. Where necessary, a suitably trained individual switches on any drainage or sanitary systems that were turned off or isolated during closure. 	Y	26/8/2020	Facilities Manager	L
Lifts, automatic doors and plant equipment	L	<ul style="list-style-type: none"> The SITE MANAGER (KLA) checks that lifts, stairlifts and automatic doors are in working order. The SITE MANAGER (KLA) ensures that that any mandatory inspections for lifts, stairlifts and automatic doors are up-to-date and arranges any required inspections as soon as possible. 	Y	26/8/2020	Facilities Manager	L

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		<ul style="list-style-type: none"> A suitably trained technician checks the integrity and working order of any plant equipment, and that any mandatory inspections are up to date – the SITE MANAGER (KLA) ensures any required inspections and repairs take place as soon as possible. 				
Cleaning	M	<ul style="list-style-type: none"> The BOM in conjunction with AHT: Operations, Churchills and KNL create a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. Frequently touched surfaces being cleaned on a rotational basis throughout the day. Provision for ensuring toilets are cleaned regularly approximately every hour. Dining areas are cleaned between use by different bubbles. Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection. The necessary areas of the school are deep cleaned before opening with suitable cleaning agents and in line with the COSHH Policy. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed or partially closed for cleaning or infection control purposes are clearly identified. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. Classroom resources, e.g. tools in DT, are permitted to be shared within a bubble. These resources are cleaned regularly. Senior 	Y	26/8/2020	Business Manager and AHT Operations	L

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		<p>Academy Technician responsible for cleaning and maintaining effective supervision of this.</p> <ul style="list-style-type: none"> Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles. All PE activities to take place outside (to be Reviewed in October 2020). COVID isolation room cleaned immediately after occupation 				
Minimising contact with individuals who are unwell	H	<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, does not enter the school grounds. Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any unwell individuals are sent home as soon as possible. Pupils awaiting collection are moved to the Covid Isolation Room. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. If the pupil needs to use the toilet while awaiting collection, they use the allocated bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. 	N	7/9/2020	Business Manager	M

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		<ul style="list-style-type: none"> • Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds. • The area around the unwell individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive. • The school does not routinely take the temperature of pupils. 				
Test, track and trace	M	<ul style="list-style-type: none"> • Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. • Anyone in school who displays symptoms is encouraged to get a test. • Parents and staff are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense 	Y	7/9/2020	Head of School and Pastoral staff	L

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		of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.				
Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> • Where an individual in the school community tests positive for coronavirus, the Head of School contacts the local HPT immediately. • The school works with the local HPT to manage the response. • Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual - Travelling in a small vehicle, like a car, with an infected person • Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. • A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. • If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. • The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. 	N	7/9/2020	Business Manager, Head of School and Pastoral staff	M

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		<ul style="list-style-type: none"> If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the NOVA Central Services team and PHE who advise on additional actions. 				
Hand cleaning and respiratory hygiene	M	<ul style="list-style-type: none"> The School and Nova Trust have implemented a policy of wearing masks in all communal areas from the 24th August. This applies to both staff and students, unless medical exemptions are in place. Hand washing and sanitising stations are set up, providing soap and water, bins and alcohol-based hand sanitiser. Sanitiser is available in all classrooms. Adequate amounts of soap, tissues and bins are available in the relevant areas. Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating. Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Each bubble has their own specific toilet and hand washing facility situated within their teaching area. Toilet use to be limited to set times except in the case of an emergency in order to allow for effective supervision. Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene. In line with current government guidance, face coverings are not required to be worn on the premises. 	Y	7/9/2020	Facilities Manager and all staff	L

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		<ul style="list-style-type: none"> If an individual arrives at school wearing a face covering, they are asked to remove the covering safely upon entering the premises and put it in a plastic bag so that it can be taken home. They are asked to wash their hands immediately after doing so. Hygiene measures are explained to visitors and contractors upon their arrival. 				
Minimising contact between individuals and maintaining social distancing	H	<ul style="list-style-type: none"> The School and Nova Trust have implemented a policy of wearing masks in all communal areas from the 24th August. This applies to both staff and students, unless medical exemptions are in place. Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. Pupils and staff are separated into groups (or 'bubbles'). All bubbles are the size of a year group to enable the school to deliver the full range of curriculum subjects and ensure pupils receive specialist teaching. Pupils do not mix with those outside of their bubble and social distancing is maintained within a bubble as much as possible. Each year bubble has a separate area the school, teaching and pastoral team to minimise interaction. Students allocated specific tables with numbers for all lessons (year 7-10). Students allocated to a specific class (tier) these are the same for every class and each tier has an allocated classroom. Staff can move between bubbles, but minimise close contact with others whilst doing so. Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not 	Y	7/9/2020	All staff lead by SLT	M

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		<p>possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone.</p> <ul style="list-style-type: none"> • Staff assess using specific Circulation Techniques with teacher desks set up at the front of classrooms away from students. Where teachers need to assess work, the use of Visualisers and 'Green Pens' will limit the cross contamination of materials. • Pupils' educational and care support plans are provided as normal. • Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space. • Visual aids are used to display social distancing measures. • Pupils take breaktimes and lunchtimes in their groups, lunches are staggered throughout the day, break times are separate. • Clear training and routines established for the movement of all students around the site, including to and from break and lunch. • Assemblies are staggered throughout the week within pupils' groups where relevant. • Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the <u>Head of School</u> assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Entrance and exit routes are staggered in order to minimise disruption and ensure order. • Where necessary, school transport is restricted to essential use only. • Where school transport is essential, infection control and social distancing measures are implemented. • Public transport to and from school is minimised as far as possible. Where it is totally necessary, pupils are encouraged not to travel 				

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		<p>during peak times, and staggered start and end times are implemented to ensure this is possible.</p> <ul style="list-style-type: none"> • Pupils are given clear messages about minimising the use of public transport and how to reduce the risks of transmission outside school. • Pupils aged 11 and above are informed that they must follow the rules on wearing face coverings on public transport. • Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals. • Social distancing measures are explained to all contractors and visitors upon their arrival. • A record is kept of all visitors and contractors that come to the school site. 				
Resources	M	<ul style="list-style-type: none"> • Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. • Classroom resources can be shared within a bubble and are cleaned regularly. • Resources that are shared between bubbles, e.g. sports equipment, are cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles. • Pupils only bring essential items to school each day. • Pupils are permitted to bring bags to school. • Students are provided with their own folders, stationary and pencil cases in order to avoid the need to share. • Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. 	N	7/9/2020	SLT and Pastoral team	L

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PPE	M	<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	N	28/8/2020	Business Manager and Facilities Manager	L
Mental health and wellbeing	M	<ul style="list-style-type: none"> Pupil voice used to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. Staff voice used to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Extremely clinically vulnerable staff and volunteers notify the BOM, Head of School and their line manager so that an individual Risk Assessment can be put into place. The Head of School, BOM and line manager ensure measures are in place to keep the staff member or volunteer safe whilst on the school site. 	Y	26/8/2020	SLT and SENDCO	L

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		<ul style="list-style-type: none"> • The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. • The SLT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress. • Pupils who are new to the school, e.g. Year 7, are provided with the appropriate support. • The Head of School and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. • The Head of School and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support when the school reopens. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. • Staff and pupil bereavement is managed in line with the Bereavement Policy. 				
Attendance	M	<ul style="list-style-type: none"> • Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to secure that their child attends regularly. • The attendance register is taken as normal and absences are followed up, in line with the updated Attendance and Truancy Policy. 	Y	7/9/2020	AHT Culture	L

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		<ul style="list-style-type: none"> In line with the most recent shielding advice, pupils and staff members that have been shielding can attend the school site. Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. 				
Access to learning	H	<ul style="list-style-type: none"> The Head of School and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. Recovery curriculum established for all learners. School day extended in order to ensure as much time as possible is made up as quickly as possible. Year 11 have no PE lessons in order to ensure that they can focus upon examined subjects. Year 11 have an extra 5 hours curriculum time per week. The Head of School and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. 	Y	1/8/2020	Head and Deputy Heads of School	M

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		<ul style="list-style-type: none"> • Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. • The Head of School and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. • Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. • The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. • Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side. • PE lessons take place outside where possible and pupils are kept in consistent groups. 				
Extra-curricular activities and wraparound provision	L	<ul style="list-style-type: none"> • Breakfast club to reopen with a reduced capacity. Students involved are spaced out clearly to different sections of the canteen. • Clubs are resumed in line with protective measures, e.g. keeping pupils in their bubbles where possible. • Canteen to be thoroughly cleaned after each Breakfast Club has finished. 	Y	7/9/2020	SENDCO	L
Safeguarding	H	<ul style="list-style-type: none"> • The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns relating to the school opening, e.g. ongoing bullying. • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. 	Y	1/9/2020	AHT Culture	M

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		<ul style="list-style-type: none"> The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL, and their deputies, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. 				
Behaviour expectations	H	<ul style="list-style-type: none"> The school's Behavioural Policy sets out behaviour expectations for pupils. Expectations are communicated clearly to staff, pupils and parents through a Kirk Hallam Code. Rules clearly published throughout the school including in all rooms. Assemblies from the Head of School establish strong Cultural Norms. Training delivered for all staff in order to ensure that all staff are consistent. Pupils who are struggling to reengage with school are supported appropriately. 	Y	7/9/2020	Head of School	M
Catering	M	<ul style="list-style-type: none"> The BOM has liaised with Aspens to ensure the kitchens are fully open from the start of the Autumn term. 	Y	15/8/2020	Business Manager	L
Educational visits	M	<ul style="list-style-type: none"> The school is able to resume non-overnight domestic visits. Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure. Prior to any visit, a risk assessment is undertaken by the trip leader. 	Y	1/10/2020	EVC	L
Uniform	L	<ul style="list-style-type: none"> Expectations of uniform have been communicated to pupils and parents. 	Y	21/7/2020	AHT Culture	L
Communication	M	<ul style="list-style-type: none"> The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements. 	Y	Ongoing	Business Manager and Admin team	L

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		<ul style="list-style-type: none"> Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements. Parents and their children are encouraged, where possible, to walk or cycle to school. Staff and volunteers are informed via email about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing. Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. Pupils are informed via significant Student CPD about the relevant information regarding opening to all pupils, e.g. social distancing measures and how lessons will be delivered. The BOM communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services. The Head of School informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. Disciplinary panels, and how these will be carried out in line with social distancing guidance when the school reopens. 				
Contingency planning	H	<ul style="list-style-type: none"> There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs. 	Y	Ongoing	Head of School and SLT	M