

## COVID19: September 2020 Risk Assessment and Action Plan

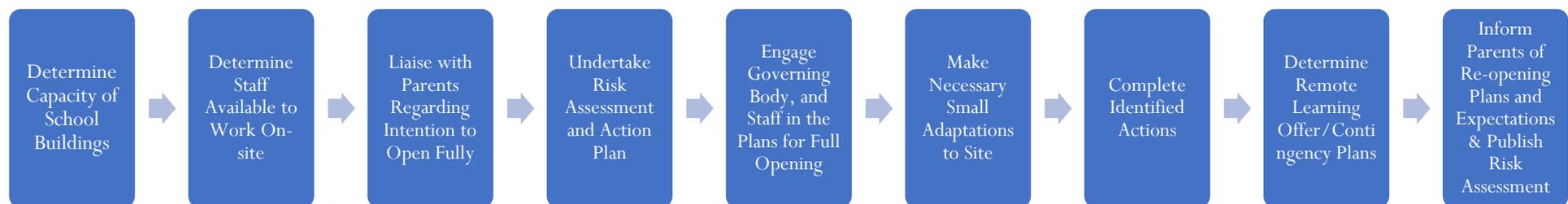
### Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of the school at the start of the 2020/21 academic year, and to ensure the school continues to operate in a safe way. This is a working document and is will be amended over the term as necessary and when guidance changes.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection & Safeguarding Policy
- Disciplinary Policy
- DfE Guidance relating to COVID19
- 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'

### Steps of Re-opening Preparation:



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Adherence to Government Guidelines	<p>Government advice is being regularly accessed, assessed, recorded and applied.</p> <p>Advice being disseminated to relevant staff, pupils, parents and Governors</p>	<p>Surfeit of information</p> <p>Lack of clarity</p> <p>Changing national or local guidance in response to the number of national or local Covid-19 cases</p>	M	<p>DfE and Surrey County Council information sent directly to Headmaster and Bursar and circulated to relevant SLT and HoDs.</p> <p>HMC, ISBA and AGBIS information disseminated to Headmaster and Bursar and circulated as appropriate.</p> <p>Farrers and VWV advice disseminated by Bursar to relevant HoDs.</p> <p>Governors and SLT have considered the relevant advice before decisions made for allow pupils to return to school.</p> <p>Covid-19 adjustments are a standing item on SLT agenda</p> <p>Governors, staff, pupils and parents regularly updated by Headmaster, Second Master, Deputy Head Academic and Bursar</p>	Ongoing	M/L
Engagement in Risk Assessment and Planning	Risk assessment process fully engages all staff and governing body.	<p>Availability of staff and governors during summer break</p> <p>Surfeit of information</p>	L/M	<p>Consult with senior staff re their particular areas of responsibility</p> <p>Headmaster and Bursar to keep Chairman regularly updated on plans and amendments</p>	By 24 <sup>th</sup> August	L

Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<p>Maintenance and Grounds Team have been in work for the duration of lockdown so premises and utilities have been regularly checked by appropriately qualified staff. All areas will be re-checked prior to school opening in September.</p> <p>Only risk around specialist checks required for Legionella.</p> <p>Insurers not satisfied with the College's plans for opening</p>	L/M	<p>Estates Manager to ensure all areas re-checked prior to opening</p> <p>Beacon Water Treatment have continued to check water supplies throughout lockdown</p> <p>Bursar to seek confirmation from Marsh that all insurance cover remains in place</p>	<p>By 24<sup>th</sup> August</p> <p>Ongoing</p> <p>End August 2020</p>	L
	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	<p>Staff desks in shared areas repositioned where possible and perspex screens installed for added protection.</p> <p>HoDs complete risk assessment for departmental areas identify additional safety measures required. RAs reviewed by Facilities Manager</p> <p>Staff reminded of need to keep areas well ventilated during the day.</p> <p>Doors of occupied rooms to be kept open to negate the need to touch handles. Staff reminded of need to close them when unoccupied for fire reasons</p>	<p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing – checked by Facilities staff</p>	L
	Entry and exit routes to the school are in place, any physical changes	Bottlenecks likely at various locations around the site.	M	Communal areas reviewed by Second Master, Bursar and Estates Manager, and decisions made about movement by staff and pupils around	Completed by 24 <sup>th</sup> August	L

	and/or signage required to allow social distancing are in place.	Social distancing unlikely to be maintained.		<p>school made. The majority of these were trialled with the phased return of U4 and L6 in June</p> <p>HoD (academic and support) asked to plan staff/pupil movement in their areas and include on Departmental Risk Assessments.</p> <p>One way systems implemented where necessary and signage in place accordingly. Staff and pupils briefed accordingly and reminded regularly.</p>	<p>Completed by 24<sup>th</sup> August</p> <p>Installed by 24<sup>th</sup> August</p>	
	Use of entry keypads to spaces	Risk of cross infection from use of key pad	M	Keypad access control to some areas will need to be reviewed and if necessary doors propped open where security can be maintained. To be determined via localised Risk Assessments carried out by the Head of Department	Ongoing	M/L
	Consideration given to premises lettings and approach in place.	Facilities cannot be let and reassembled for school use with sufficient time for cleaning in between.	M	<p>Internal sports facilities opening up in a measured way in in line with Government guidelines</p> <p>External lettings restricted and only taking place where the College is able to open the College's facilities safely and in line with Government guidelines</p>	<p>Ongoing</p> <p>Ongoing review by Commercial Manager</p>	L
	Consideration given to the arrangements for any deliveries.	Risk of infection from external delivery companies	M	<p>Catering deliveries – RA completed by Head of Catering with restrictions in place to minimise risks to staff</p> <p>Works Department deliveries – RA completed by Estates Manager to minimise risks to staff</p> <p>Main Reception deliveries – parcels not signed for in line with courier expectations. Post sorted using PPE where applicable.</p>	<p>Completed by 11th June 2020</p> <p>Completed by 11th June 2020</p> <p>Completed by 11th June 2020</p>	L

<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Some evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p>	<p>M</p>	<p>Where necessary and possible, revised evacuation procedure developed by Facilities Manager &amp; Estates Manager. These are approved by Second Master and shared with staff and pupils.</p> <p>HoDs to consider this in their departmental risk assessments. Staff assigned to assist those pupils/staff with reduced mobility, and alternative cover in place if necessary.</p> <p>Pupils reminded regularly of actions to take in the event of the fire alarm sounding. Boarding House fire alarm practices to take place as usual. Whole school fire alarm practice scheduled for October 2020 as usual</p>	<p>Completed by end Aug 2020</p> <p>Ongoing</p> <p>Ongoing</p>	<p>L</p>
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with Government guidance (<a href="#">COVID19: Cleaning in non healthcare settings guidance.</a>)</p>	<p>Guidance is changed or updated and school unaware.</p>	<p>M/H</p>	<p>DfE and Surrey County Council (SCC) updates carefully scrutinised by Bursar and Facilities Manager to ensure ongoing compliance with guidance.</p> <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by Facilities Manager/Assistant Facilities Manager/domestic staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. A signed sheet, detailing when facilities last cleaned will be added to the open toilet facilities.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>M</p>

<p>Capacity of cleaning staff is adequate to enable enhanced cleaning regime.</p>		L	<p>All domestic staff receive training on the College's cleaning standards on appointment at the College.</p> <p>Cleaning standards are monitored by Facilities Manager and Assistant Facilities Manager.</p> <p>Porters redeployed to assist with additional cleaning requirements. If further staff required consider redeploying staff accommodation cleaners to communal areas</p>	<p>Done – on appointment</p> <p>Ongoing</p> <p>As necessary</p>	L
<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser stations located at main reception, entrance to Dining Room, in Houses and at other key locations as deemed appropriate by Facilities Manager.</p> <p>Hand sanitisers and antibacterial wipes (where applicable) located in all offices and communal spaces in use by staff and/or pupils.</p> <p>Sanitiser spray issued to locations as deemed applicable by the Facilities Manager and only when pupil access to spray bottles can be monitored.</p> <p>Hygiene stations located in each classroom being used by pupils – these include gloves, paper towels, tissues, antibacterial wipes, hand sanitiser and bins. Contents checked daily by domestic staff</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and orders made from regular suppliers.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>By 1<sup>st</sup> September</p> <p>Ongoing</p> <p>From 24<sup>th</sup> August 2020</p> <p>Ongoing</p>	L

	Sufficient time is available for the enhanced cleaning regime to take place.		M	Classrooms cleaned at the end of each working day  Houses cleaned regularly throughout the day  Communal areas cleaned regularly throughout the day depending on volume of traffic and accessibility	From 1 <sup>st</sup> September  From 1 <sup>st</sup> September  Ongoing	L
	Waste disposal process in place for potentially contaminated waste.		M	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Ongoing	L
Classrooms	Suitability of classrooms to minimise risks of cross infection		M	Classrooms selected with this in mind. Year groups to be allocated a teaching area and the majority of their lessons will take place in these classrooms with the teachers moving to the pupils rather than vice versa. Only specialist lessons to take place in relevant department on a much reduced basis, with emphasis towards public examination year groups. Teaching staff asked to keep windows and door open (door wedge supplied) whilst in use by pupils.  Last teacher in the classroom responsible for closing windows and locking doors.	From 1 <sup>st</sup> September	L
	Classrooms rearranged where necessary to allow as much space between individuals as possible and for all desks to be side by side and facing forward		M	Designated classrooms for each year group have been selected based on ease of access and size.	From 1 <sup>st</sup> September	L
	Classroom entry and exit routes have been determined and appropriate signage in place.			Only one entrance/exit to the classroom so teaching staff will supervise movement in and out of classroom to ensure social distancing.	From 1 <sup>st</sup> September	L

				Circulation routes within the building designed to minimise contact between classes and ensure that social distancing can be maintained.	From 1 <sup>st</sup> September	
	Appropriate resources are available within all classrooms e.g. IT, age specific resources.		L	Teaching staff responsible for wiping down teaching desk and teaching areas between pupils from different year group bubbles using cleaning materials provided by Facilities Department.	From 1 <sup>st</sup> September	L
	Resources which are not easily washable or wipeable have been removed.		M	Pupils reminded that they need to bring in their own equipment and that it cannot be shared with others.	From 1 <sup>st</sup> September	L
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	No COVID19 information posters currently in place. Limited reminders/ awareness for children.	L	Printers in houses. Gloves provided so that staff/pupils can input their Follow Me printing code. Antibacterial wipes adjacent to communal printers for staff/pupils to use as necessary.	From 1 <sup>st</sup> September	L
			L	Soft furnishings removed from classrooms where applicable. Antibacterial wipes provided for staff to clean desk and chair before new member of staff arrives for supervision.	From 1 <sup>st</sup> September	L
			L	Age appropriate posters displayed in all classrooms being used.	From 1 <sup>st</sup> September	L
Staffing	Staffing numbers required for entire cohort have been determined including support staff such as facilities, IT, nursing and office/admin staff.		M	All teaching staff expected to return for the beginning of term.	From 1 <sup>st</sup> September	L
	Including the following: <ul style="list-style-type: none"> <li>Nurse (based in Medical Centre)</li> </ul>		M	All support staff expected to return for the beginning of term although this may be re-considered for individual staff in the high risk category who may be re-furloughed.	From 1 <sup>st</sup> September	L

	<ul style="list-style-type: none"> <li>Designated Safeguarding Lead (DSL)</li> <li>SENCO</li> </ul>					
Approach to staff absence reporting and recording in place. All staff aware.		L	Staff reminded of staff absence reporting requirements via email from HR Department	Reminder sent by 24 <sup>th</sup> August	L	
Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	Staff become anxious and reluctant to return to work	M	HoDs have been in regular contact with furloughed staff.  Individual arrangements discussed with specific employees in conjunction with HR Dept. Returning staff and line managers made aware of respective responsibilities.	Ongoing  Ongoing	L	
Plans to respond to likely increased sickness levels are in place. Cover arrangements determined (including designated safeguarding leads).	Lack of available staff to cover	M	Teaching Staff - Depending on scale of absence may need to revert to remote learning for specific subjects  Support staff – look to redeploy staff where possible	Ongoing  Ongoing	M	
Approaches for meetings and staff training in place.		L	Consideration given to possible remote meetings where numbers required to be present preclude a face to face meeting.	Ongoing	L	
Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.		M	To be confirmed by RJA and communicated to staff  Learning will not be disadvantaged for those pupils unable to attend school in September	By 24 <sup>th</sup> August	M	
Consideration given to the options for redeployment of staff to support the effective working of the school.		M	Headmaster, Second Master, Deputy Head: Academic and Bursar to discuss and agree the way forward on a case by case basis.	Ongoing	L	
If redeployment is taking place staff are aware of controls and processes		L	As necessary, Second Master, Deputy Head: Academic and Bursar to ensure redeployed staff	As required	L	

	in respect of tasks they are unfamiliar with.			understand the roles they are undertaking and have received the appropriate training to enable them to do so.		
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		M	<p>Staff are aware of available support and advice for both staff and pupils and have been regularly reminded of the range of services available to them.</p> <p>College Chaplain, Assistant Head: Pupil Welfare and College Counsellor will be available to provide confidential support to those staff and pupils in school and working remotely.</p> <p>Addendums issued to Behaviour Policy and Safeguarding Policy reminding staff and pupils of the College's expectations</p>	<p>Ongoing since lockdown</p> <p>Staff reminded of support in place for them and pupils</p>	L
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.		L	<p>Staff are aware that as Key Workers they can be tested for Covid-19 if they are displaying symptoms.</p> <p>Medical Centre staff to keep abreast of testing options available to staff and pupils and where possible to offer testing on site.</p>		L
	The approach for inducting new starters has been reviewed and updated in line with current situation.		L	<p>Teaching staff – Assistant Head: Staff Development has planned induction programme for new staff complying with Government guidelines</p> <p>Support staff – induction arranged locally by line managers following Government guidelines</p>	<p>By 26<sup>th</sup> August</p> <p>Ongoing</p>	L
	Return to school procedures are clear for all staff.		L	All staff returning to work (teaching and support) were asked to read the Covid-19 Back to Work Procedures and Guidelines and sign their agreement. This details their own responsibilities and that of the College.	Issued to all staff in advance of their return	L

				September return to school plans disseminated by Second Master to all staff before the start of term	By 26 <sup>th</sup> August	
	Arrangements to return any furloughed staff in place.			HR Department has written to all furloughed staff with a confirmed return to work date. Ongoing review as to whether some staff may be re-furloughed depending on role, health etc.	Ongoing review	L
	PPE requirements understood and appropriate supplies in place.  Long term approach to obtaining adequate PPE supplies in place.		H/M	Senior support HoDs have sourced supplies of PPE in preparation of pupils return.  Specialist medical PPE in place in Medical Centre.  Masks and gloves not recommended by DfE for teaching staff unless they are undertaking specific tasks. PPE would be supplied in these instances.  Staff will be permitted to wear their College branded masks (supplied by school) or disposable masks (own supply) whilst teaching if they wish	Ongoing	M/L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		L	HR maintain detailed records of contractual status of all staff. HR staff have been working full time since start of lockdown	Ongoing	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		L	HR staff have been working full time, initially remotely but now fully in the office. All processes that were in-train have been followed up.	Ongoing	L

	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		L	<p>HoDs asked to liaise with any planned visitors prior to their arrival on site. Check with the contractor any requirements their employer has specified before visit. Share College protocols.</p>	Ongoing	L
Group Sizes	<p>Bubbles created as follows:</p> <ul style="list-style-type: none"> <li>• Lower School</li> <li>• M4</li> <li>• U4</li> <li>• 5<sup>th</sup> Form</li> <li>• Sixth Form</li> </ul> <p>Bubbles within Houses determined by HMM and dependent on layout of the House.</p> <p>Bubbles will be consistent groups of pupils that can remain separate from other people and groups.</p>		M	<p>Groups determined by Second Master in conjunction with Deputy Head: Academic and HMMs</p>	In advance of 27 <sup>th</sup> August	L
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Staggered drop off/pick up times and locations (if possible)</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design – pupils sit at the same desk whenever possible</li> </ul>		H/M	<p>Morning drop off is naturally staggered so no amendments necessary.</p> <p>Consideration given to allowing pupils to leave for the day once they have finished their commitments – this would be managed by HMM.</p> <p>Rolling roll call in place, taken by Matron/ HMM. No House assemblies – information disseminated via tutors.</p>	Planned and communicated in advance of 1 <sup>st</sup> September	M/L

<ul style="list-style-type: none"> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>• Toilet arrangements</li> </ul>			<p>One way traffic flow system in place around school where possible</p> <p>Lunching arrangements amended, with meals being served to Lower School and two out of the 3 younger years in the senior school in classrooms. Only sixth form and 1 year out of the M4, U4 and 5<sup>th</sup> Form (on a weekly rotational basis) to eat in the Dining Room. Grab and go selection offered for support staff and teaching staff not supervising children.</p> <p>One way system in Main Corridor with marked 2m waiting places for pupils and teaching staff; pupils &amp; teaching staff directed through Dining Room by catering staff. Tables replaced with exam desks in Dining Room to aid social distancing compliance.</p> <p>Pupils encouraged to use toilets in their Houses. Rules about maximum number in at any one time. Compliance supervised by teaching staff/House staff at break time.</p> <p>September return to school plans disseminated by Second Master to all pupils and parents before the start of term</p>		
<p>Approach to avoiding pupils entering school congregating and breaching social distancing is in place.</p>		<p>M</p>	<p>Daily routines reviewed and amended as necessary by Second Master to minimise risk</p> <p>On arrival, pupils move to their Houses and follow instructions from HMM/Matron.</p> <p>Updated Expectations of Pupils issued before the start of term</p>	<p>By 1<sup>st</sup> September</p> <p>Ongoing</p> <p>By 1<sup>st</sup> September</p>	<p>L</p>

				September return to school plans disseminated by Second Master to all pupils and parents before the start of term	By 1 <sup>st</sup> September	
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		M/H	Handwashing and cleaning (if needed)  Expectations outline in updated Behaviour Policy. Pupils reminded of rules and conversations held with parents for repeat or deliberate breaches. College sanctions applied in line with policy.  Pupils of sufficient maturity to understand requirements so no risks assessments or individualised approaches needed for pupils who might struggle to follow expectations	Ongoing	M/L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.		H	Pupils to remain in groups – no large cross year group gatherings planned for the time being	No action required	L
	Social distancing plans communicated with parents, including approach to breaches.		H	September return to school plans disseminated by Second Master to all pupils and parents before the start of term	By 1 <sup>st</sup> September	M/L
	Arrangements in place for the use of the school grounds during break time and co-curricular activities.		H	September return to school plans disseminated by Second Master to all pupils and parents before the start of term	Ongoing supervision from 1 <sup>st</sup> September	M/L
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		M	Only pupils booked onto the school transport service on a regular basis will be able to use the school buses in the morning and evening – no ad hoc usage permitted for the time being	By 1 <sup>st</sup> September	M/L
	Dedicated school transport follows the grouping/ bubble arrangement		M	September return to school plans disseminated by Second Master to all pupils and parents before the start of term.	By 1 <sup>st</sup> September	M/L

	in line with the protocols in school, as much as possible.			<p>Pupils asked to wear masks and use hand sanitiser before entering the buses</p> <p>Pupils expected to sit in year groups and endeavour to sit in the same seat each day.</p> <p>Adherence to these requirements supervised by bus monitor</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
	Arrangements in place with transport providers to support any staggered start/end times.		L	<p>Arrival times naturally staggered</p> <p>Day pupils able to leave once commitments finished with approval from HMM</p> <p>Pupil arrival at buses staggered due to location of site</p>	<p>From 1<sup>st</sup> September</p>	L
Catering	Arrangements in place to provide food to pupils on site	The school kitchen has been open since the start of lock down, albeit only catering for a small number of pupils on site.	M	Head of Catering has detailed plan to re-open kitchen, enabling the kitchen to provide hot or cold meals for pupils. Catering provision to be dispersed around school so staff will deliver and serve food in multiple locations. New shift patterns for catering staff introduced to minimise risk of Covid transference.	<p>From 24<sup>th</sup> August</p>	L
	Arrangements for when and where each bubble will take lunch (and snacks) are in place so that children do not mix with children from other bubbles.		H	<p>Breakfast and supper served in sittings in the Dining Room by House.</p> <p>Lunch served in Dining Room and Main Hall to year groups. New timings communicated with staff and pupils. Teaching staff supervise pupils to ensure compliance with social distancing guidelines.</p>	<p>From 1<sup>st</sup> September</p>	M
	Arrangements for food deliveries in place		M	Catering staff prepare food in kitchen and then deliver food to dining room and other specified locations	<p>From 1<sup>st</sup> September</p>	L

PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		H/M	Senior support HoDs have sourced supplies of PPE in preparation of pupils return.  PPE equipment supplied to staff in line with Government guidelines.  Specialist medical PPE in place in Medical Centre	Ongoing	M/L
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>		H	Parents asked to confirm that they will not send their son/daughter to school if they are displaying any Covid-19 symptoms  Staff reminded immediately to send any pupil displaying symptoms to the Medical Centre. Nursing staff informed at the time that a pupil has been sent to the Medical Centre so that they complete the necessary preparations.  Protocol for informing all parents of possible case in the school, reminding them of symptoms to look out for prepared by Second Master in conjunction with Medical Centre. Government guidelines followed at all times.  Medical Centre to manage process once case confirmed in line with current Government guidelines	From 1 <sup>st</sup> September	M
	Approach to confirmed COVID19 cases in place: outside school hours <ul style="list-style-type: none"> <li>• Approach to relocating pupils away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> </ul>		H	Protocol for informing all parents of possible case in the school, reminding them of symptoms to look out for prepared by Second Master in conjunction with Medical Centre.  Follow up email to explain if suspected case confirmed or not as per Government guidelines.	From 1 <sup>st</sup> September	M

	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place</li> </ul>			Medical Centre to manage process once case confirmed in line with current Government guidelines			
<p style="text-align: center;">Pupil Re-orientation</p> <p>Back into school after a period of closure/ being at home</p>	Approach and expectations around school uniform determined and communicated with parents.		L	September return to school plans disseminated by Second Master to all pupils and parents before the start of term.	By 1 <sup>st</sup> September	L	
	Access restricted to other areas in the school, and in particular Houses		M	Information included in return to school plans from Second Master.  Communicated and monitored via HMMs	From 1 <sup>st</sup> September	L	
	Changes to the school day/timetables shared with parents.		L	September return to school plans disseminated by Second Master to all pupils and parents before the start of term.	By 1 <sup>st</sup> September	L	
	Pupils previously encouraged to bring their own refillable water bottles into school, making use of water fountains around the site		M	To avoid risk of infection pupils are provided with disposable water bottles where necessary or use their own refillable bottles – filled in houses. Water fountains are not in use.  Communicated via HMMs	Ongoing	L	
	Approach to preparing pupils for a return to the College and new social situations is developed and shared by all teaching staff.  This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	Not all staff will be able to return to school and approach must therefore be available to both staff in school and those continuing to work from home.		L	Staff well versed in communicating via Teams.  Approach covered in staff training on 26 <sup>th</sup> & 27 <sup>th</sup> August  September return to school plans disseminated by Second Master to all staff before the start of term.	By 25 <sup>th</sup> August	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			L	Staff and pupils have been frequently reminded of wellbeing support available to them via the Assistant Head: Pupil Welfare, College Chaplin and College Counsellor.	Ongoing	L

	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Referrals to social care and other support</li> <li>• Vulnerable groups</li> </ul>		M	<p>HMMs have remained in contact with pupils since the College moved to remote learning. Any concerned noted in CPOMS</p>	Ongoing	L
Remote Education Contingency Plan	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p>	<p>Bubble needs to self isolate because of a positive case of Covid.</p>	L	<p>3<sup>rd</sup> Form – 5<sup>th</sup> Form pupils all have a school issued iPad. Sixth Form pupils asked to bring in their own portable device.</p> <p>Possible use spare iPads for those Sixth Form pupils who do not have a portable device. This would need to be prearranged.</p>	Ongoing	L
<p>Transition into new year group</p> <p>What will need to be different this year because of COVID19?</p>	<p>Online support for families and pupils around transition.</p> <p>Plan for transitions between school years taking into account what needs to be different.</p> <p>Special care taken with:</p> <ul style="list-style-type: none"> <li>• Vulnerable children</li> <li>• Children with SEND</li> </ul>		M	<p>Alternative “Induction day” plans being implemented.</p> <p>Term dates adjusted at the start of the Michaelmas Term to create additional time for Transition events and other induction programmes</p> <p>HMMs making contact with their new pupils and arranging a suitable face to face/video conference call to introduce the pupil to the house.</p> <p>Plans to hold an event for U6 leavers to celebrate their time at the College in place for end of Michaelmas Term.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Under consideration</p>	L
Safeguarding	<p>Individual pupil’s risk assessments are in place and welfare checks being undertaken.</p>	<p>Re-opening arrangements not reflected in risk assessment.</p>	M	<p>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</p>	Ongoing	M

	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	Staff refresher training session on processes and procedures and the revised wellbeing material.	12 June 2020	L
	Updated Child Protection Policy in place.		L	Adopted Addendum to COVID19 Child Protection Policy	Issued to staff 1 <sup>st</sup> June 2020	L
	Work with other agencies has been undertaken to support vulnerable pupils and their families.		L	HMMs have remained in close contact with vulnerable pupils and have kept DSL informed at all stages. Information regularly updated on CPOMS	Ongoing	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		L	Remote learning offering has already been enhanced following pupil and parent feedback over Easter. Ongoing subsequent refinements have ensured that remote offering is of high quality.	Ongoing	L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated		M	Director of Sport, Head of Activities, Director of Music and Director of Drama responsible for preparing departmental specific risk assessments. Risk Assessments signed off by Second Master & Bursar. Risk Assessments to be regularly reviewed in line with updated guidance from Government and specialist associations	Ongoing	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that has been done</li> <li>capturing pupil achievements/ outcomes</li> </ul>		M/H	Staff are trained and supported in front of classroom delivery style and aware of how best to provide pupils with additional support.  Ongoing in-house training offered to groups of staff and individuals ensuring that training meets the particular needs of each members of staff  Department mornings arranged in school enabling staff to collaborate and share best practice. Overseen by Assistant Head: Staff Development	Ongoing	L/M

	Pupil behaviour policy reviewed and amended where necessary in line with the current circumstances.		M	Second Master issued amended Behaviour Policy to pupils and staff	Issued 3 <sup>rd</sup> June 2020	L
Pupils with SEND	Approach to provision of the elements of the EHCP		L	Only two pupils in school with EHCP. Head of Academic Support working closely with family concerned to ensure remote learning remains accessible.  Additional device provided to pupil to assist with remote learning	Ongoing by MM	L
	Annual reviews		L	Only two pupils with EHCPs. One has been completed and the other is on hold but will be completed remotely	Ongoing by MM	L
	Requests for assessment.		L	Only one request since lockdown and this has been resolved. Head of Academic Support working remotely so can respond if further requests arise	Ongoing by MM	L
Attendance	Approach to supporting lack of attendance for pupils determined.		L	HMMs and Tutors check in with pupils regularly. Roll call taken every morning and absences followed up with pupils and parents by HMMs. Records kept.	Ongoing	L
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		M	September return to school plans disseminated by Second Master to all staff before the start of term.  Regular updates sent out to teaching and support staff  Deputy Head Academic to provide updates as necessary to teaching staff Comments on this Risk Assessment sought from teaching staff and relevant support staff and amendments made accordingly	Ongoing	L

Re-opening plans shared with governors.		L	Plans for re-opening discussed at Board meeting. Chairman reviewed risk assessment before circulation to the full Board of Governors for comment and approval	19 <sup>th</sup> August 2020	L
Communications with parents: <ul style="list-style-type: none"> <li>• Plan for full re-opening</li> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>• Attendance</li> <li>• Uniform</li> <li>• Transport</li> <li>• Behaviour</li> <li>• Test and Trace</li> <li>• Staggered end times</li> <li>• Expectations when in school and at home (if self-isolating is necessary)</li> </ul>		M	Parents informed of full re-opening for all pupils  Plans detailing the steps the College has taken to minimise the risk from infection and adhere to social distancing requirements circulated to all parents and on College website.	By 24 <sup>th</sup> August	L
Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Staggered start times</li> <li>• Expectations when in school and at home (if self-isolating is necessary)</li> <li>• Travelling to and from school safely</li> </ul>		M	Plans detailing the steps the College has taken to minimise the risk from infection and adhere to social distancing requirements circulated to pupils  Pupils reminded of College's expectations in advance of their return to school.  Social distancing arrangements regularly reinforced	By 24 <sup>th</sup> August  By 24 <sup>th</sup> August  Ongoing	L
On-going regular communication plans determined to ensure parents are kept well-informed		L	Letters, website updates, social media	Ongoing	L

Governors/ Governance	Meetings and decisions that need to be taken prioritised.		M	Virtual Governors meetings held during summer term.  Minutes taken and actions followed up.	Ongoing	L
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.		M	AGBIS updates promptly circulated to Governors Headmaster/Bursar working closely with Chairman to ensure all Governors kept informed of the steps taken by the College and that they fully understand the responsibility of a Governor	Ongoing	L
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.		M	Medium to long term financial plans deferred until impact of Covid-19 clearer.  All meetings minuted and action points followed up at subsequent meeting	Ongoing	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		H	All residential school trips planned during the Michaelmas term have been cancelled in line with Government advice	Ongoing	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		M	Bursar and Director of Finance working closely to understand financial impact of Covid-19  Cashflows prepared by Director of Finance and reviewed by Bursar and Treasurer. Endorsed by Finance and Infrastructure Committee	Ongoing	L

				Budget holders advised by Bursar to limit spend during Michaelmas term to essential items only.		
	Insurance claims submitted for: <ul style="list-style-type: none"> <li>• Business interruption</li> <li>• Cancelled travel plans</li> </ul>		M	Working with Marsh Insurance brokers to progress claims.  ISBA coordinating multi-school response to Ecclesiastical after their denial of claim	Ongoing	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		M	Figures provided by Commercial & Events Manager to Director of Finance and budgets adjusted according. Data used to provide evidence of loss of income re business interruption insurance claim	Ongoing	L
	Reintroduction or re-contracting services, particularly for Catering and Facilities Departments.		M	HoDs responsible for operation of departments and suspension/reintroduction of service contracts from specialist suppliers. Working in close contact with Bursar to ensure high quality service is maintain whilst keeping costs under control	Ongoing	L