



COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Anglo European School

OWNER: JMG/DAB

LAST DATE REVIEWED: 11/10/20

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 phased re-opening of the school and ensure the school continues to operate in a safe way.

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 Policy
- CYP Response Plan
- 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



Risk Assessment/ Action Plan Sections	Risk lead
1. Preparing Buildings and Facilities	VGM/DAB
2. Emergency Evacuations	MJS
3. Cleaning and waste disposal	VGM
4. Classrooms	VGM
5. Staffing/HR	JMG
6. Grouping Children	MJS
7. Social Distancing	JMG
8. Catering	VGM
9. Infection Control	VGM
10. Response to suspected/ confirmed case of COVID19 in school	JMG
11. Pupil Re-orientation	DAP
12. Partial Re-opening	JMG
13. Transition	JMG
14. Safeguarding	RDW
15. Curriculum / learning environment	MJS
16. CYP with SEND	RDW
17. Attendance	DAP
18. Communication	JMG
19. Governors/ Governance	DAB
20. School events, including visits and exchanges	JMG
21. Finance	VGM
22. Library and Resources Areas	RDW

Updates are in green. On-going or incomplete actions in red.

Consultation on this Risk Assessment, although limited by time constraints, intends to be collaborative and create a shared-problem-solving culture amongst all stakeholders:

- 1) Zoom meeting with COG and VCOG. RA shared with Full Governing Body via e-mail and discussed and approved by Finance Committee on 20th July 2020
- 2) Publication of Risk assessment to all staff in full and summary form, along with Behaviour Policy addendum (including Student Protocol), HR advice and Student on 14th July 2020. Questions, concerns and ideas gathered by e-mail to MJS. FAQ response via the staff bulletin. Individual concerns addressed directly.
- 3) Summary risk assessment published to parents via Anglo Bulletin/In Touch and via website. Parent Forum held 14th July 2020
- 4) Staff Reps and Union Reps – Zoom meeting conducted to address questions/address concerns on 20th July 2020

- 5) To be reviewed following publication of new guidance, weekly by SLT and then by all stakeholders every 6 weeks. Feedback collated from staff, students and parents during this consultation period.
- 6) Republished to staff on 21st September 2020 with updates.

1 Preparing Buildings and Facilities

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>Site has been closed for some time.</p> <p>Site team staffing are compromised.</p>	L	<p>Annual check done. Site team weekly checks on-going. Site team on site preparing site full time as of 11th May 2020</p> <p>Legionella Testing: Weekly flushing of outlets and monthly monitoring is taking place with no changes by site staff. All results are recorded all flushing is carried out as per current flushing guidelines. All other tests are being carried out by our current contractor as per current regulations with contractor abiding to social distancing guidelines while on site.</p> <p>Showers now turned off to increase social distancing in changing rooms – must be flushed through once a week.</p> <p>Grass cutting has been done.</p> <p>PAT testing up to date.</p> <p>Catering has sanitised fridges and freezers.</p> <p>Boilers and heating all checked.</p> <p>IT team are fully staffed and checks completed.</p> <p>School site re-opening checklist completed by Site Team from Zurich Insurance. VGM</p>	July 6th 2020	L
<p>Work/Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Some office does not allow for adequate space between staff members, no windows for ventilation.</p>	M	<p>Staff to be advised to work in a different space/classroom where possible to avoid small offices</p> <p>Staff encouraged to work at 2m distance in free periods and side-by-side or back-to-back. MJS</p> <p>Euro lounge is established as a Food outlet for staff/ working space/computer hubs alongside staff room. VGM</p> <p>Coffee/biscuits to be available from periods 3-5 to encourage flexible lunchtimes.</p>	3 rd August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Additional cleaning of office spaces with alcohol gel and spray cleaner: These will be available for staff to use as required (particularly for touch points such as water coolers) VGM</p> <p>To reduce the pressure on office space, staff (Professional Support and Teaching) will be encouraged to spend time outside at break and lunchtime (with colleagues being asked to give at least 10/15 minutes (good will and in lieu of early finish) to supervision outside at lunchtime to supplement the main duty team.</p> <p>Kitchen spacing/Main offices have been risk assessed and where working practices considered at risk, rotas/home working arrangements put in place where possible. Front office manageable. See Office/Catering audit. VGM</p> <p>Registry and Exams office to be open for administration work to continue and cleaned daily.</p>		
Balancing the need for ventilation with thermal comfort	Ventilation is compromised as the temperature gets colder.	H	<p>Site team to continue to open windows and doors in the morning. Staff can reduce the number of windows open if the door remains open when the temperature drops. The heating is to be put on from 12th October to remove the cool, damp overnight feel in classrooms and offices.</p>	11 th October 2020	L
Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	A Block corridors are a risk Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained	H	<p>Passing in corridors is acceptable. Staff to be asked to stand at threshold to doorways to discourage loitering and manage entrance and exits.</p> <p>Staff and students have the option of wearing masks in corridors.</p> <p>Students enter by three main gates and make their way straight to registration – no loitering. This creates a natural stagger upon entry.</p> <p>Student go into rooms and sit down in allocated seats and wait for lesson/registration to start. Teachers encouraged to be present before bell to supervise in the absence of staff briefing.</p> <p>Zoning students in blocks has limited student movement to alleviate pressure on corridors.</p>	20 th September 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Gate opening and closures times reviewed by JGS		
One-Way Systems	All corridors are crowded at change overs and could compromise infection control	M	One way systems operate around the school indicated by signage on the floor, where possible . Signage completed in the summer holiday. VGM	20 th	L
Has the Business Manager increased stock levels for cleaning, toilet and hygiene products , first aid, soap and hand sanitiser? This will take time to order and be delivered – staff need to communicate the time scales for this to be in place.	Lack of stock could compromise school opening. Stock supplies may be hard to obtain. Lack of directive/confusion over PPE	M	Every classroom to have hand sanitiser, tissue, bin and wipes. Doors (except fire doors) propped open with wedges. More wedges are on order Some wedges made by site team. VGM PPE provided by school for Catering, MSOs, First Aiders and anyone supervising Sanctuary. Staff/students may provide and wear their own PPE if they choose, providing they use and dispose of them safely. Visors worn by catering staff and some teachers who prefer these to masks. Face coverings must be plain navy blue, black or white. Perspex screens erected for Finance , at tills and student services	20 th August	M
Consideration given to premises lettings and approach in place.	Visitors allowed onto school site could compromise infection control	M	No external lettings to be agreed for this term until the risk level is lowered. To be reviewed December 2020 IDA to begin September 19th. Cleaning and site team in place.	20 th July 2020	L
Consideration given to the arrangements for any deliveries.	Visitors allowed onto school site could compromise infection control	L	Deliveries from gate/door to Finance. Deliveries are arranged in advance so staff are on site to receive these.	6 th July 2020	L
Managing Toilets	Narrow areas around sinks/dryers lead to people being in close proximity to others Less toilets available will make this less efficient – could lead to queuing.	M	Toilet blocks allocated to different Year groups. Staggered break and lunchtimes mean no overlapping of groups: C Block: Year 7 B Block: Year 11/Year 8 – added one-way system to avoid Year 7s when travelling from back playground to toilets. A block: 2 G 1 B: Year 10/Year 9 E Block 6 th form Dyson Hand dryers have been replaced by hand towels and lidded bins.	20 th September 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Sanctuary Soffits and roofing repairs:	Leaking roof and unstable soffits	M	£6500 allocated to update building to provide safe care for isolation. Sanctuary building repairs completed for September 2020	20 th August 2020	L
Site Team Office Risk Assessment	Social Distancing and infection control is compromised	M	See Risk Assessment	11 th August 2020	L
A Block Courtyard Risk Assessment	Paving stones raised due to Cherry tree,	L	See Risk Assessment	11 th August 2020	L
Medical Room Risk Assessment	Separating cubicles with screens Check ventilation	M	See Risk Assessment	20 th August 2020	L

2 Emergency Evacuations/Fire Alarms

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Evacuation routes are confirmed, and signage accurately reflects these. Fire doors back in operation now building is full. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Current evacuation routes would cause multiple groups of people to come into contact.	M	Fire drill areas have been reviewed by MJS. Fire drill practices will be completed in Year groups to avoid all Year groups mixing. MJS Students dismissed in rapid intervals from classrooms and then apply social distancing between year groups in Year Group Bubbles. At least 2m distance between each group. Field to be used to ensure social distancing between Year Groups. Evacuation posters, handbook extracts and power-point slides for tutors to share on first day back have been produced. MJS Year 7 rehearsal completed as part of their induction programme. NRR/MJS Staff must close any wedged doors on exit. MJS	20 th August 2020	L
Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Arrangements for PNI students /new students and staff have been reviewed. e.g buddies and protocols RDW/SJG	M	Any students/staff with physical disabilities on site will need a named staff buddy ICE. Buddy needs to carry a PPE grab bag. Implement room changes for high-risk students/staff /students on crutches who may be at risk, using ground floor	11 th October 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			rooms only. Where this is not possible, an area of the library will be sectioned off for this student. NHS equipment has arrived on site. VGM/MJS PNI review meeting completed to review access for Year 7 returning late form quarantine student.		

3 Cleaning and waste disposal

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance. Including cleaning frequently touched surfaces using detergent and bleach.	Spread of infection	M	Nightingales have confirmed that Enhanced cleaning of full site is in place and a clear plan and schedule of work has been published to SLT. Enhanced cleaning includes targeted cleaning of specific areas and frequently touched surfaces often, using standard products such as detergents and bleach by Day Cleaners on site. They will prioritise: classrooms used, toilets, handles/ toilets/Handrails, desk, touch plates, window sills, doors, contact panels. Student toilets to be cleaned after break and lunchtimes. All rooms cleaned daily. Supplies are in place. Deep Cleaning of Sanctuary /areas used by any person confirmed have contracted Covid 19. This is at a higher level where a disinfectant spray machine can sanitise a whole room. Nightingales have transitioned to new chemicals with a higher level of protection. Agreed use with VGM Cleaners will have access to site from 6-8am and 5pm onwards. We have agreed to stay open later to facilitate this. Staff must exit the building by 6pm to allow for enhanced cleaning. Will review after one month. There is a difference re cleaning and Sanitising areas and we had already agreed bleach could be used in this school after 4pm	20 th September 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>AES Site Team have been trained to use Electrostatic Guns that whole rooms can be sanitized in 3 hours. We have purchased 2 @ £1500.00 each 2 x 5 Litres of concentrated neat chemical - cost £34.00 each 2 x 5 litres of chemical (to be diluted) cost £9.60 each 2 additional batteries @ £150.00 each. We also required our site team to be trained on the use of the guns cost of £75.00</p> <p>Water coolers would be sanitized along with the new sanitizer units that are due to be placed in each room Teaching staff must tidy and clear their desks as Cleaners will only go around items; they will not move books /papers. JMG to include this in Staff Handbook. VGM</p>		
Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Low capacity would compromise higher levels of provision and safety on site.	M	Staff capacity secure and will be reviewed monthly. Jill taken over as Day Cleaner and new supervisor appointed. VGM	20 th September 2020	L
Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<p>Low supplies of hand sanitizer, tissues, PPE and soap</p> <p>Lidded bins needed in classrooms/toilets?</p>	M	<p>Ensure good respiratory hygiene by continuing to promote the “catch it, bin it, kill it” approach. VGM</p> <ul style="list-style-type: none"> All rooms to have a supply of tissues, checked and replenished by the cleaning team VGM Hand sanitiser and /wipes available at the school entrance, classrooms and around the school. All rooms to have bins checked and emptied each day VGM Messaging /posters around the importance of “catch it, bin it, kill it” approach included in briefings for students. Tutors/DAP Posters put up in all classrooms around the importance of “catch it, bin it, kill it” VGM Expectations around “catch it, bin it, kill it” approach included in the Home-School Agreement DAP Those with complex needs must be supported to ensure (e-bug resources) SJG <p>Stock check and ordering schedule reviewed and orders made. Further orders in place. Reviewed monthly.</p>	18 th July 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			More bins to be bought for classrooms/Playground JGS		
Sufficient time is available for the enhanced cleaning regime to take place.	Enhanced cleaning agreement will be compromised	M	Most cleaning in place when children not in building. Cleaning staff will have access between 6-8am and from 5pm onwards. Site team can open at 6am. Staff and students to exit school site by 6pm. Cleaners can have lock up agreement for late working. VGM	18 th July 2020	L
Waste disposal process in place for potentially contaminated waste.	Infection control measures compromised.	M	Bins are tied, double bagged and stored for 72 hours. Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	18 th July 2020	L
Process in place for Safe Removal and/or disposal of face masks	Infection control measures are compromised	M	These are not necessary in school or as part of this risk assessment but remain optional to support those who are anxious. 11+ students on public transport/shops will need to wear them. Staff dealing with student showing symptoms, providing intimate care, food preparation and medical support need to wear them. On entry to the school bins are provided for the disposal of face coverings and hand sanitizer which is to be used immediately afterwards. Reusable masks should be placed in a sealed plastic bag and kept in the staff member's/child's bag securely. VGM	3 rd August 2020	L

4 Classrooms

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Classrooms have been re/arranged to allow as much space/protection as practical.	Students leaving their seats without permission.	M	Site Team have assessed every room and distanced the furniture as far as possible. The tables have been arranged so that students sit side by side and facing the front where	3 rd August 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Tables need to be arranged facing the front so that students sit side by side and face forwards, where possible.	Children move desks during lesson or move away from their designated desk during the lesson Behaviour/medical issue arises that would usually be dealt with at closer proximity than 2m		possible. There are some rooms (e.g Technology) where this is not the case. VGM Tape has been marked where the teacher should stand at the front of the class as a guide to maintain social distancing. Students told not to touch peers or adults in student protocol Behaviour Policy/Student Protocol addendum written JMG EHCPs/intimate care plans (and any other relevant policies) amended SJG/RDW Staff Covid Handbook Phase 2 & Home/school agreement appendix added to reflect situation and shared with parents and student Protocol issued. JMG/DAP Staff trained on how to respond to different scenarios: Sept 1 st training organised CSP		
Classroom entry and exit routes have been determined and appropriate signage in place.	Students crossing on entry. Students don't follow designated routes leading to crowding on corridors in breach of guidelines	M	Floor tape and signage in place. Doors propped open – wedges purchased. VGM Ensure signage up and securely fastened/replaced if necessary VGM Parents and students informed as to entry point for each group in advance of return (Late gate for Year 7,8,9. Hall gate for Years 10 & 11 & 6 th form. New Road and Back entrance for car drop off and bus travellers and 6 th form. DAP/JMG Teachers to meet and greet at door of classroom and direct students to pre-determined seats. Exits from classrooms to be staggered on busy corridors such as A block. Vulnerable staff leave first. SLT to support e.g A block corridor	20 th September 2020	M
Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be limited to the bubble and avoided where possible. Shared materials and surfaces should	Students forget guidelines. Students forget equipment and borrow from others	M	Infection control Information poster/Protocol 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. Tissues, wipes and alcohol gel provided in each room	14 th July 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential resources which are not easily washable or wipable to be removed/ disposed of</p>	Students do not have tissues		<p>Each department, Year Leader and SLT member on Duty to have a PPE grab bag, in case staff need to interact within 1 metre with a student to ensure their safety.</p> <p>Students have been told to bring their own equipment.</p> <p>Students told, via protocol, tutors and bulletin to bring their own stationery and equipment to school. Supplies of paper/ biro will be available to students who forget. No sharing allowed amongst students. DAP</p> <p>PPG students to be issued with "5 a day" packs where needed to ensure they have all equipment necessary. SER</p> <p>All staff to risk-assess individual rooms and consider what can be removed and disposed of. This includes soft furnishings, subject to storage availability.</p>		
<p>Classrooms have maximum ventilation possible to allow for good air flow whilst managing thermal comfort as the weather gets colder.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.</p> <p>Where possible, consider ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors).</p> <p>Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained.</p> <p>The risk of transmission through the use of ceiling and desk fans is extremely low providing</p>	<p>Staff forget to open windows/doors.</p> <p>To achieve a quiet working environment staff choose to close the door.</p>	L	<p>Site Team will open all windows and non-fire doors before school starts. (This incurs additional Site Team time and cost)</p> <p>Teachers reminded to keep windows and doors open (and then to close them as a part of any fire evacuation) where the temperature allows.</p> <p>Staff can use desk fans when windows are open. JGS</p> <p>Teachers have the option of closing some windows as the weather gets cooler as long as ventilation of fresh air is maintained and the door is open.</p> <p>Students are permitted to wear coats (not hoodies) in the classroom.</p> <p>The heating is being turned on in the morning from October 12th to take the over-night cold, damp edge off the classrooms.</p>	11th October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
there is good ventilation in the area it is being used, preferably provided by fresh air.					
<p>IT Specialist Classrooms including..</p> <p>Air conditioning</p> <p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.</p> <p>You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.</p> <p>You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room.</p>		L	<p>IT classrooms will be used by multiple groups to protect the curriculum. These rooms will be cleaned daily.</p> <p>Air conditioning can be used in these rooms. The only room where this an issue is C28 where the door should be kept open.</p> <p>Student to be instructed to wipe keyboards and mice before and after use. IT staff/teachers</p> <p>Computer room booking: As the students will be based in areas of the school in September, we will also restrict the use of bookable computer rooms so we minimise other year groups going into those areas. We will only allow bookings for the first half term at the moment, so we can evaluate how this is going and also once we are back to normal then we will revert to the usual system.</p> <p>Year 7: C30 (when not being used by computing/DM)</p> <p>Year 8: L10</p> <p>Year 9: B05</p> <p>Year 10: A05</p> <p>6th form: E06</p> <p>Then the other rooms are available for any classes from any year groups: C14 (when not being used by computing/digital media), S20 and B04.</p>	14 th July 2020	L

5 Staffing/ HR

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<p>Not enough staff available to run on site tuition.</p> <p>Not enough staff available to re-open in September.</p> <p>Key staff required are not in at required times (e.g. a lack of first aid provision).</p> <p>Highest risk is around sickness of key personnel, where there are few who can deputise for them</p> <p>No of staff not available to work as of May 2020 reduces capacity.</p>	L	<p>Staff availability now RAGed to track degrees of vulnerability/availability according to HR/ employment law guidance.</p> <p>Updated HR guidance/employability law summary sent to staff.</p> <p>AES is fully staffed for September.</p> <p>First aid team is fully trained and within capacity.</p> <p>Safeguarding Team has been increased to include 3 additional Assistance Designated Safeguarding Leads, including one member of PSS.</p> <p>SEND Team has been increased with two additional SEND Assistants and 2 Associate SENCOs</p> <p>Site Team fully staffed.</p> <p>Administrative staff in place.</p> <p>Vulnerable staff have been seen prior to re-opening and individual risk assessments completed on request.</p> <p>Staff absence is monitored fortnightly at HR meeting with JMG for Covid and cost impact. Staff absence levels and management of this to be reported to Governors' personnel on 17th November.</p> <p>JMG MJS/CES/VGM</p>	20 th September 2020	L
<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p>Face to Face teaching may be compromised if not enough staff are able to work.</p> <p>Staff forget to report absence, leaving groups unsupervised</p>	M	<p>Schools are currently not considered a high risk workplace, providing the system of control in this document are in place. All teachers and support staff are expected to return to school in September.</p> <p>To support social distancing some roles e.g administrative may be assessed as conducive to home working. Control measures have been explained to staff and they have a copy of the full and summary Risk assessment. Individual meetings have taken place with those who are anxious to reassure them of the controls in place.</p> <p>Staff attendance and reporting systems in place and managed by CES/JMG/VGM.</p> <p>Staffing "Covid" status on RAGed spreadsheet in place and shared with CES/MJS/JMG who monitor changes weekly.</p> <p>Staff follow Absence Policy and notify H/Ts, VGM & CES (HR) of any absence or planned leave.</p>	11 th October 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Staff bulletin has requested staff notify MJS of any issues/concerns. These will be addressed through individual risk assessments on or before September 1st JMG/MJS</p> <p>HODs to monitor absence and inform senior link of any concerns/worries.</p> <p>Where absence are frequent and repeated, an additional health risk assessment will be carried out by the senior link in addition to the usual procedures outlined in the Absence Management Policy.</p>		
<p>Arrangements for staff who were previously working from home due to shielding, (clinically extremely vulnerable/ clinically vulnerable and/or living with someone in these groups).</p> <p>From August 1st, clinically vulnerable students/staff can return to educational settings and staff who have previously been shielding can return to work with strict social distancing being observed. From September 1st, it is expected that most staff will return to school. Clinically vulnerable can return but “take care”</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear if un able to attend school due to illness or self-isolation.</p>	<p>The school has to function and be safe. Covid positive / self-isolation has a significant impact on our capacity to deliver on-site provision or return to school.</p> <p>Staff do not respond to survey leading to lack of clarity around vulnerable groups</p>	L	<p>MJS sends out weekly update to streamline all messages to staff and prompt updates on personal circumstances. Timetables were issued on 6th July 2020</p> <p>Staff to communicate directly with their line-managers/SLT links/SLT We are fully staffed with some capacity and cover supervisors in place. From August 1st, clinically vulnerable students/staff can return to educational settings and staff who have previously been shielding. From September 1st, it is expected that most staff will return to school. Clinically vulnerable can return but “taking particular care” to practise frequent, thorough hand washing, and cleaning frequently touched surfaces at home and school. Clinically vulnerable staff, similarly, can return, observing good hand and respiratory hygiene, minimising contact and maintaining social distancing, minimising 1m distancing where possible from other adults and older children.</p> <p>Staff living with clinically vulnerable or clinically extremely vulnerable can also attend the workplace.</p> <p>However, any previously identified staff in possession of shielding letters or those feeling anxious can met with and complete a risk assessment outlining additional support with their line manager, to be agreed by their senior link. RAs held centrally CES/JMG/MJS.</p> <p>Staff concerns requested July 13th by MJS in response to summary RA and again on 15th July following release of full and 2nd summary document, Behaviour addendums and student protocols.</p> <p>Staff to use normal lines of communication relating to absence from September.</p>	<p>20th September 2020</p> <p>Published July 6th. Operational from August 1st. AES operational from 1st Sept. MJS/ JMG</p>	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Arrangements for Staff who are pregnant	Reduced capacity to return Not enough staff are in the building to provide effective supervision/teaching. Key members of staff e.g. DSL, HT not able to work.	L	Pregnant women are in the “clinically vulnerable” category and should follow the advice above. A maternity risk assessment should be done which should include Covid 19 measures for control. 28 weeks + or with underlying health conditions may be at greater risk. Follow The Royal College of Obstetrics and Gynaecology advice www.rorg.org.uk/guidelines/coronavirus-pregnancy We have three known pregnancies. Maternity cover is in place for both and risk assessments have been completed. One member of staff is working from home due to medical complications and risk assessment.	20 th September 2020	L
Arrangement for staff at increased risk as a result of particular characteristics	Reduced capacity to return Not enough staff are in the building to provide effective supervision/teaching. Key members of staff e.g. DSL, HT not able to work.	L	The disparities in risks and outcomes report highlighted some groups including age, sex, where they live, deprivation, ethnicity, occupation and residence. All staff should return to school but Line Managers can meet with those who have increased anxiety as a result of this research to reassure them of the controls in place.	3 rd August 2020	L
Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Reduced capacity to return Not enough staff are in the building to provide effective supervision/teaching. Key members of staff e.g. DSL, HT not able to work.	M	A Cover team is in place and an extended on-call cover team is available. Staff absence levels monitored fortnightly JMG A slight increase number of staff employed has meant there is some capacity to ensure there is a supply of staff to pick up cover of smaller and additional groups in some key subjects. Contingency deputising plan is in place should sickness hit key roles (e.g. DSL, HT) Some key teams, e.g safeguarding team, SEND team increased to ensure capacity.	20 th September 2020	L
Managing return to work following sick leave	Staff do not feel supported and confident returning to work and their return is not successful leading to further periods of sickness.	L	From September, or staff returning to school after a significant period of absence due to sickness, return to work meetings should take place, in person, to ensure supportive measures and guidance are in place. For those working at home due to isolation, we will hold virtual /telephone meetings where possible and ensure staff member is clear on work expected of them and support available. This will include the opportunity to ask staff about wellbeing and any specific issues they are concerned about and to remind staff of resources/support available. RDW	3 rd August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Consideration given to staff clothing expectations and information shared with staff	Infection control measures need to be adhered to.	L	Full uniform and staff dress code in operation from 1 st September. DAP/JMG/VGM	6 th July 2020	L
Approach for meetings and staff training	Infection control / Social distancing measures need to be adhered to. Communication and progress may be com Lack of IT equipment/poor broadband/reception in some places/staff homes	L	All meetings to be held in spacious and well-ventilated rooms 2m distancing to be followed where possible From 14 th September gatherings of 6 or more staff will not happen on school site. Meetings will need to be adjusted to accommodate this safety measure – either as smaller groups or virtually. SLT to ask staff if they are comfortable meeting in offices for line-management or wish to use alternative rooms. Registry office to be used for parent/staff meetings – needs booking form – no more than 6 adults present. Where distance controls cannot be followed, or preferences are expressed, meetings should be virtual. Teams has been upgraded to ensure we have remote access for home learning and meetings. Microsoft Teams training in place. VGM/MRA/CSP	11 th October 2020	L
Approach to staff training	Infection control / Social distancing measures need to be adhered to. Communication and progress may be com Lack of IT equipment/poor broadband/reception in some places/staff homes	M	Staff clear about expectations for protecting themselves and others. (see HR updated guidance) Training Days and meeting time will minimize mixing between teams, where possible. Staff training will be delivered remotely using National College, Zoom, Recorded presentations on 365/Zoom or Teams. Increasing working from within the building if that is required to be effective. Ensure self-isolating staff have the IT equipment they need at home. AES to provide lap tops where possible. CSP has planned and published the training plan and meeting cycle for the year ahead to staff. September was completed successfully as a series of videos to be shared with Department bubbles on site. Catering for training days to be pre-ordered lunch bag. VGM/VAJ	11 th October 2020	L
PPA	PPA for staff is not able to be maintained Absence rises and Rarely cover is breached	M	No increase in teaching time planned. Staffing levels in the building are maintained so that staff would not lose PPA time (without volunteering to do so). Timetabling and cover team availability reduces risk of cover; however, it remains the case that staff absence is likely to be higher and so rarely cover cannot be guaranteed. SLT to monitor closely and liaise with staff and Reps if this position becomes apparent. MJS/VGM	20 th September	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Leadership may be compromised.	M	SLT and line management meetings to continue to support those in key roles. Transition/handover procedures in place MJS/CSP to continue to oversee quality of provision for remote learning and provide on-going training on approaches Staff to be asked to include class and home-learning resources on SMH/Showbie where they have students who are self-isolating and to bear that possibility in mind when preparing them e.g clear instructions, supportive resources and on-line assessment where possible. Leaders will have regard for staff well-being, workload and work-life balance where they are supporting students on site and remotely, explaining the process and involving them in decisions for individual cases. Continue to develop on-line provision, use of recorded, audio and Showbie resources to enhance home-learning/ isolation work. CSP/MRA	3 rd August 2020	L
Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Work efficiency may be compromised.	M	AES can ask for some flexibility and redeployment; this will be in line with similar responsibility bands and will avoid unnecessary additional workload. AES will seek to do this with the agreement of those involved. Some redeployment for SLT roles for September: SLT structure has been redesigned in September and will be re-published to staff following appointment of AAHT in October. Some re-deployment of PSS to cover critical/ new roles All staff briefed, trained and hand-over roles in place. Redeployment training to include key tasks, advice, training and guidance. Tutorials and CPD shared remotely for up-skilling staff. External agency support/ training sought where required. E.g ADSLs Staff all informed of roles in clear communication. www.gov.uk/guidance/school-workload-reduction-toolkit www.gov.uk/government/collections/case-studies	11 th October 2020	L
Approach to support wellbeing, mental health and resilience in place , including bereavement support	Extended absence as a result of mental health could compromise school provision on-site. Staff feel overwhelmed with the different ways of	M	Staff are aware of available support and advice for schools and pupils available from ECC, OH, Senior links. (via Bulletin/Well-being Policy) Staff referred to OH if needed. Staff Mental Health and Well-Being Policy updated October 2020. Will be noted by Governors Personnel November 17th to ensure it	11 th October 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	<p>working, new conditions in school and the upskilling required to be effective.</p> <p>Staff feel anxious around ending lock-down.</p> <p>Staff have faced challenges in their living arrangements in lock-down</p>		<p>reflects current circumstances and arrangements such as increased support for bereavement. RDW/JMG Staff Health and Well-Being Champions to be appointed and trained in 2020-21 RDW</p> <p>Insurance Company provides free telephone counselling. HBBS work in partnership with AES to provide counselling Supervision for those in the Achievement Team available from HBBS/Headroom from September.</p> <p>Headroom have been employed to support students and staff in the run by a trained psychologist and therapists. They will be in school every Tuesday and Friday to support students with mindfulness, group and individual therapy and counselling. 100 hours of support has been secured to support Sixth Form and staff one to one therapy on Tuesday. The school is funding group and individual support on Friday. One-to-one additional therapy for students is funded for parents unless they are PPG eligible. Friday sessions will take place in the tent by the amphitheatre. Tuesday sessions will take place in S Block rooms. Staff to be introduced to Jocasta and Amanda as regulatory staff via the bulletin.</p> <p>Mind Ed & Education Support Partnership are developing webinars, videos and resources to support staff well-being. See Gov.uk Essex Child and Family Wellbeing Service (ECFWS) sent to all families. RDW/VGM leading on sharing approaches and well-being resources with staff. Webinars available to all staff. Well-being courses available on National College site and via Youtube from ECC. <i>Introduction and overview to Let's Talk Recover and Returning to Educational Settings</i> RDW</p> <p>Line managers required to check in with team members on at least a weekly basis and to ask how people are/follow up concerns with SLT links.</p> <p>Workload and well-being discussed with middle leaders at leadership forum meetings and will continue to be reviewed through these forums and the Staff Reps meeting. (DAP, MJS, JMG, DAB)</p> <p>Additional mental health support provided by DFE at www.gov.uk/extra-mentalhealth-support-for-pupils-and-staff</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			The Educational Support Partnership provides a free helpline for school staff for mental health and well-being www.educationalsupport.org.uk Well-being and workload survey undertaken (usually in summer term) will be conducted in the autumn term to gauge effectiveness of implemented plan and address issues followed up by governors in optional zoom interviews. Specific issues related to this period of change to be discussed. JMG/NM -VCoG/RDW Kindness and Gratitude Awards will continue to be awarded every Day 6.		
Arrangements for accessing testing , if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for accessing limited testing kits	Staff presenting in school with symptoms would compromise infection control Staff don't get tested if they have symptoms and have to self-isolate for full 7 days (or 14 for symptoms in the Household)	H	Staff aware of testing website link. (Staff Bulletin/Handbook). Book a test - www.gov.uk/guidance/coronavirus-covid-19-getting-tested or NHS line 119 if displaying symptoms. Essential workers have priority outcomes. All staff with symptoms should request a test and isolate until result is confirmed in line with HR advice. All household members must isolate until they receive a negative test or for 14 days from symptoms started. Staff to inform H/Ts/CES/VGM of test result and Track and Trace implications. If the test is negative and they do not have any further symptoms, they can stop isolating and return to school. If the test is positive, they should follow the "Stay at home guidance" and self-isolate for 10 days, returning to school only when they have no other symptoms than a cough and loss of taste/smell. The 10 day period starts from when they first became ill. Other members of the household should self-isolate for 14 days. CES/ VGM The lack of tests available and length of time it is taking to get the results is increasing the risk of staffing levels to school. AES is making a monthly request to supply self-testing kits which can b supplied to teachers and students where there is difficulty accessing tests.	11 th October 2020	M
Engagement with Track and Trace	Extended absence as a result of mental health could compromise school provision on-site. Two parents have expressed a strong intention not to comply	M	Staff understand how the test, track and trace systems work Staff informed that they may need to book a test, and will be provided with contact details. They must not come into school and must self-isolate if they have symptoms and their temperature will be taken on return.	20 th September 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	with track and trace, with temperature checks and isolation		<p>They must provide details of anyone they or their child has been in close contact with if they test positive or are asked by Track and Trace. VGM/JLE</p> <p>Local Outbreak Plans are available on the relevant Authority's website: Essex County Council - https://www.essex.gov.uk/local-outbreak-control-plan Essex County Council: press.desk@essex.gov.uk or 07717 867525</p> <p>DAB has written to both parents clearly stating our position here. We must have parental compliance with protective measures. Standard letter written to issue. DAB</p>		
Managing a confirmed Case	<p>Not containing the virus could lead to a widespread local outbreak.</p> <p>Extended absence as a result of mental health could compromise school provision on-site.</p>	M	<p>The Department for Education 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> <p>The ECC local team 0300 3030450 must be informed if 2 or more confirmed cases are recorded within a 14 day period or if there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected.</p> <p>The school must work with the Local Health Protection Team and follow their advice. The team will provide a rapid assessment of those in close contact and advise them to self-isolate for 14 days since the last contact with the infectious colleague or student.</p> <p>Close contact is defined as:-</p> <ul style="list-style-type: none"> • Face to face contact for any length of time within 1m • Extended close contact within 1-2m for more than 15 minutes • Travelling in a small vehicle with an infected person. <p>The school is keeping records of groups of staff in contact with each other and groups of students in bubbles to ensure a rapid response. The Local Protection Team will provide the school with a standard letter to send to affected personnel. Members of their household do not need to self-isolate unless they develop symptoms.</p> <p>If staff receive a positive test, they should inform VGM/HTs or CES immediately, isolate for 10 days from the onset of symptoms and endure their household isolates for 14 days. JLE/VGM</p>	11 th October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			A strategic response to a Positive Covid result has been compiled including flowcharts, standard communications and key contacts and is stored in Admin, Leadership Team shared areas and hard copies are available in the school office. JMG/MJS/VGM		
<p>The approach to supporting ITT/NQTs trainees</p> <p>We are strongly advised to accept ITT trainees this year.</p> <p>who have not made adequate progress in 2019-20 and may need an extension until December 2020.</p> <p>Support for those NQTs whose training has been significantly curtailed during their training year.</p>	<p>NQTs have insufficient training to cope with their first year of full time teaching. The quality of teaching and learning is therefore compromised. Insufficient training places are available in schools.</p>	L	<p>NQT Policy to be written and consulted on in September 2020 CSP/AFF</p> <p>We have accepted 4 trainees from September in English, Drama, History, Spanish, Mandarin & Citizenship and 4 NQTS in English & Science (Biology), French/Spanish and Art.</p> <p>We have no ITT candidates who have not made the necessary progress to complete their training year but recognise their training was curtailed and may need additional support. CSP to plan support and monitor progress of Early Years Teachers.</p> <p>Trainees can support small groups, create on-line materials, plan sequences of lessons and deliver catch up lessons. They can support students with vulnerabilities, mental health or safeguarding issues to support their wider professional activity. They should engage in TLGs/training and department time to share best practice around resilience, team working and commitment to achieving maximum progress for all students. They can co-plan, co-teach, co-assess with mentors. Liaise with provision from ITT partners. AFF</p> <p>The NQT programme will be to be adjusted to include additional sessions for Early Years teachers to fill gaps in their knowledge and to implement the Early Years Framework for NQTs and Early Years staff alongside the NQT support package. CSP/AFF</p>	5 th August 2020	L
<p>The approach for inducting new starters/ recruitment has been reviewed and updated in line with current situation.</p>	<p>New staff not aware of policies and procedures</p> <p>New staff do not have effective induction affecting well-being and ability to perform their job effectively & confidently</p>	M	<p>All checks including request for original documents have been produced, copied and retained on personal file for ID and right to work checks which were carried out remotely during lockdown. Firm offers issued and contracts prepared. CES</p> <p>All right to remain forms to be applied for and returned in autumn Term. CES</p> <p>All new staff attended an induction day on-site 8th July CSP/RDW</p> <p>SEND Dept zoomed LSAs with on-line training/ LSAs induction day in school on 4th June and they have also attended induction on site.</p> <p>Cover supervisors trained by ABS and RPG on site RDW</p> <p>Staff Handbook updated SAM/JMG</p> <p>Staff Covid Handbook updated for September JMG</p>	20 th September 2020	

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			From September, recruitment continues as usual. Pre-appointment checks should continue as usual, in person.		
Managing the Probation Process	Delays to staff passing probation period.	L	<p>Probation was frozen during lockdown and should continue once school has returned full time on site. CES to write to any affected staff and inform them of extension to period, that probation has now resumed the stage they are at and the current position where review meetings have taken place and the end date of the probation period. JMG/VGM to take advice from HR for any staff member not on track to pass probation.</p> <p>CES/VGM will Inform new staff where they are in the process and how this will be managed going forward. Organise and notify staff of new dates for probation review meetings. Ensure staff are clear on expectations for probationary period. Where staff on probation are attending school review meetings, these can be held in person observing protective measures guidance. For those working at home, hold virtual meetings where possible and ensure staff member is clear on work expected of them and support available.</p> <p>CES/VGM</p>	20 th September 2020	L
Return to school procedures are clear for all staff.	Staff are unclear, creating anxiety and potential for guidelines to not be followed	M	<p>Staff handbook/Staff Covid Handbook issued JMG/VGM</p> <p>Student protocol and Behaviour Addendum issued</p> <p>Training planned with accompanying PowerPoints/films for Sept 1st accessible to all. This will include guidance on approach to teaching as well as use of the building. CSP</p> <p>Weekly bulletin to communicate key procedures and reinforce key messages with staff MJS</p>	5 th August 2020	L
Performance Management /Pay Policy amended to reflect Covid 19 impact.	SDP outcomes could be compromised.	L	<p>Amendment to PM and Pay Policy written to reflect changes and issued to staff for consultation. Will be ratified by governors on 17th November. There is no change to the law concerning PM and Pay Progression.</p> <p>PM observations will go ahead as planned to facilitate pay progression for staff. Observers will wear masks, maintain social distancing and agree with teacher whether they prefer just SLT or SLT/Reviewer to observe. Staff who are not applying for UPS/pay progression may choose to delay their observation until later in the term. Anglo will explore alternatives such as wide range webcams as an alternative to face to face observations to minimise adults present. MJS/CSP</p>	11 th October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Staff to continue with PM targets as appropriate and possible. Flexibility and consideration will be given to outcomes given restrictions. Staff and Reps made aware. Ensure line managers arrange interim meetings with all staff, including virtual meetings for those not attending school. Pay reviews for Teacher in the Autumn Term as usual		
Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Quality of appointment could be compromised. CES is unwell and unable to issue contracts for a period of time	L	All checks including request for original documents have been produced, copied and retained on personal file for ID and right to work checks which were carried out remotely during lockdown. Firm offers issued and contracts prepared. CES CES has updated and added conditional clause for Covid 19 period to state the contract is subject to DBS originals seen. New appointment contracts are being dealt with remotely. CES is sharing progress on a weekly basis with JMG/VGM. Work could be delegated SAM if required. Recruitment processes are running effectively: The school is fully staffed for September. Internal promotions/ leadership roles appointed (AAHT still to appoint). JMG/DAB in October 2020 Job now advertised.	6 th July 2020 14 th July 2020	L
Any HR processes that were in place prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	Extended period with lack of resolution. More challenging to bring issues to resolution without ability meet face to face.	M	Continued liaison with HR/Legal about three open cases in September. Two have now been resolved and 1 long-term issue is still on-going. Juniper HR/union advice/Legal support sought and followed with regard to staff who are unwilling to return to their usual role, despite contingencies in place, if necessary JMG/DAB	11 th October 2020	M
Arrangements in place for any visitors/ contractors on site , protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Contractors do not adhere to the school's expectations in terms of infection control and compromise Additional people in the building.	M	No visitors on site without prior appointments. Visitors Protocols in place and Main Office aware of procedures. School protocols shared on entry. Contractors inducted into hygiene and RA requirements. Numbers of external contractors on site kept to a minimum or after school hours. Site manager will view any documentation and log. All maintenance visits to take place outside of school hours or away from children and staff, where possible Eurolounge and Registry Office to be main sites for external visits and meetings to restrict access to site.	11 th October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			No parents on school site unless for essential meetings e.g SEND review and with prior agreement with Headteacher. VGM		
Arrangements in place for any externally employed adults/visiting specialists/support staff/supply/peripatetic teachers delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.	External providers may not adhere to the school's expectations in terms of infection control and compromise Need to minimise the number of visitors and temporary workers on our school site to minimise compromises to infection control measures.	M	Music lessons via Zoom or Teams already on-line. Peripatetic staff not on site until after October half term. SJB to liaise with Music Hub about alternative remote provision and then agree terms of regulated activity after half term. SEND specialists will be met by a member of the SEND Team in the registry (if parents and child is present), in the Registry Office, Euro lounge or well-being room in L Block, accessed through external doors. Supply staff will only be employed if they are working exclusively at AES and from known, trusts agencies where employees are accepting of the control measures in place at AES. Share amended procedures, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned. Protocols and expectations shared. ECC RA received and shared with parents. No other external providers are being employed. IDA Risk Assessment reviewed and implemented from September 19 th JMG/VGM	11 th October 2020	L
Room Designated for Prayer/ Meditation As the sanctuary has been removed temporarily as a place for medical support and isolation, Room 101/ S Block Room to be designated for prayer.	Staff may feel that provision for religious observance has been compromised by the removal of the Sanctuary	L	Spare S Block rooms should be utilised until Sanctuary is decommissioned for medical purposes. Signs needed for doors and black out paper for window to ensure privacy. VGM	5 th August 2020	L
Managing Annual Leave and staff holidays Staff should be available to work at the start of the autumn term	During lockdown staff may not have taken their usual amount of leave and/or may not be planning to go on holiday over the summer, to avoid risk of quarantine restrictions which may affect capacity to maintain current offer.	L	The expectation is that leave is taken before the end of the leave year to ensure entitlement can be taken during appropriate period without compromising the school offer or protective measures. Staff have been made aware that it is expected that they are able to attend the workplace at the start of the Autumn Term and following subsequent holiday periods. The latest guidance letter on quarantining following holiday periods was issued to staff on 7th October 2020 with regards to managing annual leave/ possible quarantine restrictions if holidays were booked prior to COVID 19 in UK. Plans for Professional support staff leave (who can take their leave during term time) need to be discussed with line manager and SLT in	11 th October 2020	

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			advance to ensure this can be managed safely. For unavoidable situations, SLT may be flexible and allow staff to work from home during quarantine. Staff not able to attend school as a result of quarantine within allocated leave time are likely to receive unpaid leave to pay for unplanned cover costs. VGM/JMG		

6 Grouping Children

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
All children are included in distinct Year Group “bubbles” that do not mix.	Infection control is breached	H	<p>All year groups will be kept in year group bubbles to limit the transfer of infection and make it easier and quicker to identify who might need to self-isolate in the event of a positive Covid case in school. Although students will pass on corridors, they will not have any further contacts/extended contacts in school. MJS</p> <p>No mixed year group activity will run until further notice with the exception of study club which will form the only mixed group bubble where students will register to be part of this provision with parental consent. MJS</p> <p>Year groups will have allocated areas/food stations for breaks and lunchtimes? 3 external food outlets have now been installed. MJS/VGM</p> <p>6th form need to be one bubble and contained in 6th form area, external patio area and use the indoor catering facility and a dedicated external food outlet. VGM</p> <p>Year 8s space has been extended and the playground divided with Harris fencing. Additional benches have been supplied and more are on order.</p>	6th August 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Seating Plans	Infection control is breached and an increased number of students have to self-isolate.	H	All seating plan are collated by HODs and kept centrally on One Drive. In the event we have a positive Covid test for a student, HODs will be required to submit these in department files for central collation. These have been reviewed to make sure they are accurate and full names included.	11 th October 2020	M
Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Staff contact in school is minimalised to prevent breach of infection control.	M	Staff are allocated to permanent classes, with dedicated cover staff allocated to any member of staff who is self-isolating/absent. As of 1 st September, the school is fully staffed. JMG/VGM	6 th July 2020	M
Staff Work Spaces	Staff contact in school is minimalised to prevent breach of infection control. Limited plug sockets, social distancing and computers limits	M	In department offices, staff will work side by side, back to back and wear face coverings if felt necessary. We will utilise all available work spaces and offices around your area e.g English can use galley, AFF office. Eurolounge & Staffroom have been converted to workspaces, with tea, coffee and biscuits available period 3-5. VGM	6 th August 2020	L
Wet Break Management	Infection control is breached and an increased number of students have to self-isolate.	M	With the advent of inclement, colder weather beginning in October, we have made additional provision for wet breaks. All Year groups have an indoor space now. Year 9 have been allocated S Block corridor in the event of wet weather. Additional PSS and SLT are deployed to this area to supervise students.	11 th October 2020	L

7 Social Distancing

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>Arrangements for social distancing when arriving at school: Staggered school drop off/pick up times and locations (if possible) without reducing teaching time.</p>	<p>Breach of infection controls Student do not follow guidance when walking through town.</p>	M	<p>Staggering entry to school: Students entering site should move straight to study club or classroom for tutor period and sit in their designated seat and wait for lesson to start. Students are encouraged to arrive a little early so that a natural stagger is created. DAP 6th form allowed to enter 6th form area before school for quiet study from 8am to increase staggered start. SLT/Duty Teams/ Year Leaders to monitor front gates, late gate and back gate. This will allow monitoring hand washing/sanitising on entry and ensuring any students choosing to wear a face mask know how to remove it/dispose of it safely. MJS Students reminded of importance of walking to school in a socially distanced way in Health and Safety briefings at tutor period/assemblies and protocol. DAP/tutors Expectations and Communication to parents and children re arrangements via bulletin. Home/school agreement/Student protocols to also make expectations clear. Site map indicating entrances/exits and one way systems and routes around the school have been produced and displayed on laminated posters. VGM Buses to drop-off at New Road entrance. Car arrivals to drop off at Seymour Field/New Road. The Parish Council has opened the car park here for parental drop off to alleviate the pressure on New Road until October half term when this will be reviewed. DAB Residents advised to "Stay Home, Protect the Anglo, Save lives - but between 8-9am and 3.30-4.15 pm" via Parish Council. DAB Parking Partnership on Willow Green to support traffic flow and parking contraventions. DAB</p>	6 th August 2020	M
<p>Arrangements for social distancing when departing school: Staggered school drop off/pick up times and locations (if possible) without reducing teaching time.</p>	<p>Breach of infection controls Students do not follow guidance when walking through town.</p>	M	<p>Departure of Students: We will stagger students leaving the school building as follows to ensure crowding is minimised on the exit route:- 3.15: Years 7 & 8 This has been adjusted by 5 minutes to facilitate the younger students catching the 3.25 train from Ingatestone, accessing buses first and reducing the number of students at the station to help social distancing and travel through the village. 3.25 9 & 10 will leave</p>	11 th October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>3.30 Year 11 & 6th form</p> <p>To protect teaching time, the amount of missed time will be added to home learning to compensate for small loss of face to face curriculum time.</p> <p>Car Park: Staff to help supervise. Polite request issued to staff and 6th formers using the car park not to leave school before 3.45 to stagger car park traffic and ensure all students get off school site safely. MJS/SNN</p> <p>Sixth Form to be told they should go home as soon as is possible before the end of the day and after their last lesson, if possible. Sixth form to have home study privileges after half term or after PPEs if advised.</p> <p>BUSES: The bus companies are operating the same bus network as they were running in the Spring of 2020 prior to the closure of schools and the start of lockdown, both on local bus services. They have worked with local authorities and used data from pre-Covid times to anticipate where additional capacity is likely to be required to match demand and as a result a number of additional journeys will operate across the network.</p> <p>As part of this review and as a temporary measure, a number of services are being re-designated as ‘school children’ only services. In accordance with the guidelines set out by the Department for Transport for dedicated school bus journeys, they can, therefore, operate to almost their normal seating capacity, with no social distancing required. Although face coverings are not mandatory, as part of the bus company’s safe travel to school policy, they require all school children to wear a face covering, unless covered by an exemption.</p> <p>For the journey to and from school on dedicated school services, they also require children to have hands sanitised when using the school service and to be seated in their school / year groups. Specific vehicles will be allocated to designated school services and posters will be affixed to bus windows to advise and indicate that children should sit in groups. Bus windows will remain open where possible during the journey to maximise ventilation within the vehicle.</p> <p>Whilst most students using these designated services have pre-paid passes or mobile phone tickets, the facility to pay on the bus will remain available, but</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>may be reviewed if the pre-paid ticket sales get close to the bus capacity that is available.</p> <p>Our bus companies will be dropping off at Seymour Field and Market Place as usual. They will also pick up at Seymour Field and at Market Place. Additional parking bays for 4 vehicles have been secured with normal restrictions removed on double yellow lines and we are grateful to Ingatestone Parish Council for their support with this.</p> <p>Although both First Bus and Nibs bus companies are saying they will still accept cash payments, NIBs have advised that “where pass sales approach the available bus capacity, we will withdraw the facility to pay cash fares on the bus. Therefore, it is strongly recommended that you purchase a termly or annual pass while space remains available.”</p> <p>The Local Highways Panel have also made an application to grass-crete the verge in New road. DAB TRAIN station: Greater Anglia have confirmed normal service will run. VGM/DAB</p>		
<p>Arrangements for social distancing in school in place to consider</p> <ul style="list-style-type: none"> Staggered or limited amounts of moving around the school/ corridors 	<p>Students congregate with friends, breaching social distancing</p>	<p>M</p>	<p>We will zone Years 7-10 to minimize movement on corridors. This will be reviewed at half term, taking into account the effectiveness and impact on staff-wellbeing.</p> <p>Specialist teaching rooms for Science, Art, Music, Computing, Food, Technology, PE, Textiles and Drama will continue. Usual classes would be timetabled into these rooms and there will be good hygiene routines as students from different year groups would use these rooms throughout the day. Enhanced cleaning targeted here.</p> <p>Y7, Y8, Y9 and Y10 would have their own areas of the school to reduce the movement around the school and mitigate the risk. (Year 7: C Block, Year 8 are in L and D block, Year 9 are in M and the bottom of B block, Year 10 are in A block)</p> <p>Y11 students won't have their own suite of rooms (as this would involve taking our Science rooms and compromising the curriculum. They will access specialist rooms and those vacated by Years 7-10) They will be given priority access to specialist rooms.</p>	<p>11th October 2020</p>	<p>L</p>

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>6th form will be in E block and the top of S block – and, in a similar way to the Y11, access to specialist rooms, across the school. They should be encouraged to keep their distance within their group, where possible.</p> <p>This would mean that teachers of Maths, English, Languages, Citizenship, Humanities and GCSE PE would not be based in a teaching room but have to go to the students when teaching. Storage of books for Year groups will need to be identified in other blocks so that books and resources can be transferred by the site team in advance to teaching bases. The timetable with the new rooming plan has been issued to staff. Trolleys and Site Team support have been made available to staff for the transfer for the transfer of materials MJS</p> <p>Where possible, one way systems have been sign-posted throughout the school to limit face to face crossing on the corridors.</p> <p>6th form: Double door entrance to A Block needs to be blocked off and clear no exit signs visible. Prefects to enforce and only exiting here if entering E2.</p>		
<p>Arrangements for social distancing for breakfast, Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</p>	<p>Breach of infection controls</p>	<p>M</p>	<p>Two separate break times will operate from 10.50-11.10 and from 11.10-11.30. Each year group allocated to a ZONE for lunchtime/Break time These will be:-</p> <p>Breakfast Service: Year 7 & 11 using the Front Playground food outlet: Year 7 from 8.15-8.30, Year 10 8.35-8.50 Year 9 and 10: using the Back Playground food outlet: Year 9 from 8.15-8.30 & Year 11 8-35-8.50</p> <p>Key Stage 3 Lunch: Year 7: G4/ front playground/ Front Food Pod Year 8: Dining Hall and courtyard between A Block and Lingua to SF block – extended to include grass area around E block. Year 9: Back playground and Food Pod</p> <p>Upper school Lunch:- Year 10: Dining Hall and back playground/POD Year 11: G4/Front Pod near Sports Hall and front playground</p> <p>Student will wear coloured shields to identify their year groups. (Year 7: Green, Year 8, Red, Year 9 Orange, Year 10 Yellow and Year 11 Purple) to help staff identify students and make sure they are in their right areas.</p>	<p>11th October 2020</p>	<p>L</p>

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>No contact sports will be allowed during social time, including football and basketball. Midday supervisors to be supported by teachers and SLT to enforce this. PODs were put in place on 7th August.</p> <p>Changeovers have a higher risk factor: Staff on duty need to be proactive in moving students back to lessons. To be reviewed after 2 weeks. May need a 5-minute buffer.</p> <p>The extra-curricular programme has now been launched, increasing lunchtime clubs for year group bubbles, to increase activity to alleviate boredom.</p> <p>Increased number of picnic benches for outside eating delivered.</p> <p>Shelter for front playground is now in planning.</p>		
Toilet arrangements	Breach of infection controls	M	<p>Toilet blocks allocated to different Year groups. Staggered break and lunchtimes mean no overlapping of groups:</p> <p>C Block: Year 7</p> <p>B Block: Year 11/Year 9</p> <p>A block: 2 G 1 B: Year 10/Year 8</p> <p>E Block 6th form</p> <p>Toilets to have allocated cubicles to certain year groups. VGM</p>	14 th July 2020	L
Classroom design	Breach of infection controls	M	<p>Windows and doors should be kept open (as far as possible) to ensure good ventilation VGM</p> <p>Students will be sat in the safest possible arrangement for each room. This will usually be side-by-side and facing forwards or outwards where possible in computer rooms etc. Site Team will have assessed each room and determine best layout and to make sure there is a guide taped on the floor 2 metres between the teacher and the front row of students. VGM</p>	6 th July 2020	L
Arrangements for corridors	Breach of infection controls	M	<p>One-way systems have been mapped out & published on a map which is displayed in staff handbooks and on posters. VGM.</p> <p>Staff asked to stand at door at lesson changeovers to be ready to welcome next class, stagger exits and to ensure students follow one-way and do not loiter on corridors. MJS</p> <p>Doors propped open to reduce touch points, where safe to do so. VGM</p> <p>Students in classrooms with external doors to be dismissed by those external doors. VGM</p> <p>Staff/SLT not teaching next period to help to support moving students on. MJS</p> <p>Lockers to be used at the beginning of the day only. Students to carry all necessary books/kit for that day.</p>	20 th September	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Particular attention to Upper A Block corridor needed at changeover. SLT to support. Lockers to only be accessed at the start and end of days to limit movement around school and keep S Block locker area clear at lunchtime. Bags to be kept with students even in dining hall.		
Information shared with parents regarding pupils travelling to school , encouraging walking and avoiding public transport as much as possible.	600+ students use public transport to come to AES. Space on trains is Infection control may be compromised.	H	The school have liaised with Greater Anglia about restrictions, managing school numbers in a staggered manner, managing students walking through the station and village and behaviour on the trains. Trains running as usual. ABS liaising with Bus companies to advise on their plans to manage a reduced, safe capacity. Bus company to run usual routes. DAB liaising with Parish Council to ensure clear understanding of village safety protocols. Students to be advised via Student protocol/assemblies and tutor time. Clear instructions and expectations shared via parent bulletin/ In Touch August bulletin prior to school opening to be sent final week JMG/DAB	7 th August 2020	M
Social distancing on the High Street and Moving through the village	Infection control and social distancing measures breached. Risk- narrow pavements and small shops managing their own social distancing protocols Arriving in school by car: Risk- congestion at entry point, some may choose to drop off on Willow Green Risk- congestion on Willow Green:	M	Student Protocol includes: Walking through Village: No entry to shops on the High Street. Students urged to bring their own food, snacks and drinks or use catering outlets at school. Students told not to linger in the village or cluster on pavements but observe social distancing where possible, pausing when necessary to allow people to pass but avoiding stepping out into the road DAB/SNN	6 th July 2020	L
Managing Transport/Travel Encourage walking/cycling to school where possible. Managing buses, trains and village traffic	Risk- narrow pavements and small shops managing their own social distancing protocols Arriving in school by car: Risk- congestion at entry point, some may choose to drop off on Willow Green	M	Arriving in school by car: Parents encouraged to drop off at New Road. The Parish Council has not made the Seymour Field carpark available as planned for drop off which has caused some issues with congestion on New Road and Willow Green. Student(s) leave the vehicle immediately allowing the vehicle to pull away. Car drivers and other passengers should not leave their vehicle. KS3 students then approach the late gate and KS4/6 th form use the Main Hall Gate, respecting social distancing at all times. DAB/SNN to review and speak with Parish Council about managing New Road.	11 th October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Risk - congestion on Willow Green:		<p>Work with Parking Partnership AES is working in liaison with the Parish Council to enforce parking restrictions and consider a temporary amendment to current restrictions to coincide with any staggered starts that might be introduced. A defined drop off area on New Road, adjacent to Seymour Field has been agreed. DAB/SNN</p> <p>Arriving in school by Bus: Bus companies to drop off at Seymour Field/Market Place. Pick up at Seymour Field and at Market Place. Routes running as normal. Parking bays for 4 vehicles have been secured with normal restrictions removed on double yellow lines. Bus companies have been asked to zone students in year groups on the bus, where possible. Hand sanitiser used on entry, vehicles receiving enhanced cleaning, and wearing of face coverings enforced. Increased capacity has been provided for. DAB/ABS</p>		
Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Infection control measures are breached.	M	Signs placed on entrance to site and buildings including maintaining social distancing, instruction to wash hands on arrival, follow one way systems, proceeding without hesitation to Year Zones to also be reinforced by staff in duty. VGM	7 th August 2020	M
Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Infection control measures are breached. Students congregate with friends, breaching social distancing; students wishing to be provocative deliberately breach	M	<p>Adherence to Student Protocol/Home School Agreement is essential. Parents have all had a copy of this and attendance at school in September will assume agreement with this protocols and policies. DAP</p> <p>Risks assessments and individualised approach/SLT reporting in place for students who might struggle to follow expectations written in September with parents. Parents/students to be informed that social time is likely to be removed if persistent defiance continues. DAP</p> <p>Adapted Anglo Agreement sent to parents and staff and created in poster form for display in classrooms. DAP</p> <p>Revision of Behaviour and Sanctions policies with clear escalation of sanctions to ensure consequences are clear for deliberate disobedience. Refusing to take distancing seriously is considered a major breach with associated consequences. Conversations with students and communication with parents would follow an incident of deliberate disobedience/defiance. Social distancing plans communicated with parents, including approach to breaches, outlined in the Behaviour Policy addendum DAP/JMG</p> <p>Year bubble detentions will run for LLD and subject sanctions MJS</p>	20 th September	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Approach to avoiding large gatherings/assemblies – unless you can manage social distancing.	Infection control measures are breached.	M	No gatherings of more than 6 adults to take place and where meetings are taking place, social distancing must be observed. No live assemblies to take place until further notice. These will be virtual if necessary or pre-recorded. The assembly schedule is written. Community lectures, Open Evening, Awards Evenings, Proms etc to be cancelled or replaced with virtual events.	20 th September 2020	L
Social distancing plans communicated with parents , including approach to breaches.	Infection control measures are breached.	M	Plans for social distancing communicated via clear protocols on Student/Parent Bulletin, on posters around the school and via tutors. Letters sent to parents with a summary risk assessment, student protocol and amended behaviour policy. DAP/JMG	6 th July 2020	M
Arrangements in place for the use of the playground, including equipment.	Infection control measures are breached.	M	Playground and social areas are zoned. VGM No contact sports – football, basketball etc can be played. DAP Any equipment being used for recreation will be frequently cleaned. Students are not to bring their own equipment (balls etc) into school except for table tennis for Years 7 & 11 where bats and balls will be sanitised at the end of break.	20 th September 2020	L
Arrangements in place for social distancing in offices/reception	Infection control measures are breached. Absence rates increase amongst staff	M	Individual Risk assessments have been carried out on each office/work space with preventative measures in place: Main Office, Finance Office, Visits Office, Catering/Kitchen etc Staff must adhere to the 2-metre social distance ruling where possible and not sit directly opposite one another. A rota to be implemented to order for this to be carried out with possible re-location in school or working from home, whilst making sure school operations continue uninterrupted. (see individual Risk Assessments) Where students visit these work spaces (e.g Student Services and Finance) screens will separate students and staff, activity will be minimised and be conducted remotely where possible Visitors cannot sign in themselves. The school office staff will do this for them and stickers (instead of lanyards) will be issued as they can be disposed of when they leave. Visitors can wait in the waiting room, but only one family at a time. This will be cleaned frequently. All meetings with external persons will take place in Registry Office or Euro lounge.	7 th August 2020	L

8 Catering

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Specific Risk Assessment for Management of Catering in the Kitchen to be written to support this plan	Infection control measures are breached.	M	<p>VAJ/VGM have completed Risk Assessment for management of catering in Phase 2, including management of remote outlets. The kitchen will be fully open in September with a limited but balanced menu which will be reviewed regularly. All provision will be in place for FSM students. The Catering team will comply with the guidance for food businesses www.gov.uk/government/covid19guidance-for-food-businesses</p> <p>We are 3 members of staff short to run the Food Outlets and a rota of PSS has been put in place to manage this. This will be reviewed for effectiveness.</p> <p>Those who are serving food will wear sanitised visors.</p> <p>3 remote food outlets/pods have been installed on the front playground, back playground and sixth form patio area to alleviate pressure on the dining room/G4 and Sixth Form catering outlets: We can hard-wire the PODs. No wi-fi needed, apart from Year 9, where two serving hatches are required. Mobile phones will also operate from the outlets so staff can communicate with the kitchen.</p> <p>Pods will be rented for 4 weeks at a time, in the first instance, to assess impact and practicality. Financial review completed on 28th September. Year End presented to SLT 12th October and then at Governors' Finance.</p> <p>Face Coverings/face shields/aprons/uniforms are provided for staff serving and preparing food. Visors/aprons will be worn to serve food. Face coverings are to be used for preparing food.</p> <p>PPE grab bags, sanitizers, tissues and wipes in all food outlets. VGM/VAJ</p>	11 th August	L
Arrangements for the continued provision of FSMs Summer holiday & Self-Isolation provision	FSM children health and well-being compromised.	L	<p>FSM service will resume on school site in September.</p> <p>Any student who is isolating to be given a voucher for a supermarket. RDW/SER</p> <p>Vouchers issued to FSM students for the summer holiday period.</p>		L
Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other Year Groups	Infection control measures are breached. Year 9 has a reduced offer which will need to be reviewed.	H	<p>Each year group allocated to a ZONE for lunchtime? These will be:-</p> <p>Breakfast Service: Year 7 & 11 using the Front Playground food outlet: Year 7 from 8.15-8.30, Year 10 8.35-8.50 Year 9 and 10: using the Back Playground food outlet: Year 9 from 8.15-8.30 & Year 11 8-35-8.50</p> <p>Key Stage 3 Lunch: Year 7: G4/ front playground/ Front Food Pod</p>	11 th August	H

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Year 8: Dining Hall and courtyard between A Block and Lingua to SF block Year 9: Back playground and Food Pod</p> <p>Upper school Lunch:- Year 10: Dining Hall and back playground/POD Year 11: G4/Front Pod near Sports Hall and front playground</p> <p>Catering staff work area stations have been reviewed and separated and numbers in the kitchen controlled to allow for social distancing, where possible. (see Catering Risk Assessment)</p>		
Arrangements for food deliveries in place	Infection control measures are breached.	L	VAJ has arranged delivery times before school day. These are made direct to the back entrance to the kitchen via the staff car park.	11 th August	L
Breakfast and Afterschool Provision	Infection control measures are breached.	L	<p>3 Pods open for breakfast service from week commencing 8th September: 7 & 10 Front pod: Year 7 from 8.15-8.30, Year 10 8.30-8.45 Year 9 and 11: Back Pod: Year 9 from 8.15-8.30 & Year 11 8-30-8.45 Year 8/6th Form: 6th Form Pod: 8.15-8.30 & 6th Form 8-30-8.45 Stagger provision as per leaving times with same pods. Reviewed week beginning 28th September VGM</p>	11 th August	L

9 Infection Control/ PEE

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Signage about infection control measures need to be clear to staff and students	Infection control measures are breached.	M	<p>Signs/Protocols placed on entrance to site and building including instruction to wash hands on arrival, one way systems and registration points. Protocols, Anglo Agreement and hygiene posters on display in all classrooms and in other frequently used spaces.</p>	9 th August 2020	L
Wearing Face			<p>On our return to school in September, we took the decision to allow students to wear face masks around school and in lessons, should they wish. Since the start of term, we have seen an increasing number of Essex schools sending groups of students sent home to self-isolate, following a reported positive test.</p> <p>From 1st October, Anglo is moving from permitting the use of face masks in those parts of the school where social distancing is more difficult, to strongly recommending their use in key</p>	1 st October 2020	

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action						
			<p>areas such as the corridors and Sixth Form area. These will be designated as Face Mask wearing areas from Thursday 1st October 2020. Whilst this is still not mandatory, we will now be advising students that they should wear masks in shared in-door spaces.</p> <table border="1" data-bbox="887 432 1787 676"> <tr> <td data-bbox="887 432 1335 496">Travelling to school on school transport or public transport</td> <td data-bbox="1335 432 1787 496">Face masks must be worn</td> </tr> <tr> <td data-bbox="887 496 1335 616">Moving around areas of the school where social distancing is more difficult and where contact may be more than for 15 minutes (e.g sixth form common room)</td> <td data-bbox="1335 496 1787 616">Face masks should be worn and are strongly recommended</td> </tr> <tr> <td data-bbox="887 616 1335 676">In lessons</td> <td data-bbox="1335 616 1787 676">Face masks may be worn if the student/member of staff chooses to</td> </tr> </table>	Travelling to school on school transport or public transport	Face masks must be worn	Moving around areas of the school where social distancing is more difficult and where contact may be more than for 15 minutes (e.g sixth form common room)	Face masks should be worn and are strongly recommended	In lessons	Face masks may be worn if the student/member of staff chooses to		
Travelling to school on school transport or public transport	Face masks must be worn										
Moving around areas of the school where social distancing is more difficult and where contact may be more than for 15 minutes (e.g sixth form common room)	Face masks should be worn and are strongly recommended										
In lessons	Face masks may be worn if the student/member of staff chooses to										
<p>PPE requirements understood and appropriate supplies in place. What are the PPE needs for the staff at school? Consider contact and risk assess? Have leaders explored how PPE equipment will be obtained and the timing for this as this will impact upon the pupils entering the school and staff attending? Risk assess and gain support where required.</p> <p>What assurance is gained about continual supply of PPE to sustain a phased re-opening safely? Especially for schools where intimate care and physical care is required on a regular basis?</p>	<p>Long term approach to obtaining adequate PPE supplies in place. Sustainability of PPE provision Cost to the school. Staff understand the PPR guidance</p>	<p>M</p>	<p>The majority of staff in educational settings do not need PPE. We must use PPE:-</p> <ul style="list-style-type: none"> Where a young person or member of staff becomes ill with symptoms on school site and when 2m distance cannot be maintained. Where a child has regular intimate care. We have one student in Year 7 who will need such care and SAs have been trained to do this. <p>www.gov.uk/government/publications/safe-working-in-education PPE will be worn at AES by our Medical Support Officer, First Aiders, when providing care, Sanctuary supervision of students who are ill with symptoms and catering staff when preparing and serving food. There will be a weekly review of supplies and re-order where necessary. Training for all staff on safe use of PPE – We have issued WHO advice and guidance on staff bulletin/staff handbook/student protocol VGM/DAB https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering#wearing-a-face-covering</p> <p>Staff and students will have the option to use a plain Navy, pale blue, black or white face covering. Advice about wearing and disposing of these safely have been issued to students and will be enforced at the school gate by staff on duty. Other than those persons stated above, who are required to wear PPE, AES has taken the decision that staff and students may wear face coverings, if they wish to provide and wear these out of personal choice and we have made it clear to staff, parents and students that</p>	<p>9th August 2020</p>	<p>L</p>						

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>this is not required by the school's Risk Assessment but we recognize that it may alleviate anxiety and provide additional protection.</p> <p>Although face coverings are optional on dedicated School transport which, unlike public transport, carries the same group of children to and from the same destination each day, all buses which provide a service to AES students are registered as public service vehicles and therefore the wearing face coverings on all buses and trains is essential and will be enforced on all our buses.</p>		
Provision of Hand Sanitizer	Sustainability of PPE provision Cost to the school.	M	<p>Hand sanitizer is to be available in all classrooms and offices where meetings take place. In addition, student and staff are encouraged to carry their own sanitizer.</p> <p>There are 20x wall mounted 1ltr refillable hand gel sanitizer units, positioned around site at main entrances/exits of all buildings where high traffic. Dispensers locations:</p> <ul style="list-style-type: none"> · A Block Main Entrance to reception in foyer (x1) · A Block Entrance/Exits to L and D Block on walls(x2) · Library on pillar as you walk in on left hand side.(x1) · Dining room near to door of serveries (x1) · Medical Room wall as you walk into medical(x1) · Both Entrances to B Block by toilets (x2) · C Block Entrance wall by site office(x1) · D Block Entrance wall opposite lockers by doors (x1) · E Block 6th form area next to water fountain (x1) · E Block Entrance Exit from Playground foyer (x1) · G Block Foyer by hall (x1) · L Block Entrance Foyer(x1) · M Block Entrance Foyer(x1) · Both S Block Entrances one by stairs other by lift(x2) · Sports Main Foyer (x1) · Staff Room by fountain (x1) · Sanctuary on wall as you walk in(x1) So far, the school have invested £3,271.80 to provide 164 hand sanitiser dispensers throughout the site to ensure good and safe hygiene practice for all of our students and staff. On average we are spending £90-£100 per week to replenish the sanitiser. Some removal and vandalism experienced and the perpetrators need to be caught and sanctioned. Notes in student/ staff bulletins to be vigilant <p>PPE Grab Bags:- Staff PPE bags containing a disposal facemask and gloves will be available around the school site for use in an emergency. PPE bags can be found in the following locations:</p>	9 th August 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			A Block - A7(Languages Office), A14 (English Office), Library and School Office · B Block – Citizenship Office · C Block – C4 (Student Services), C11 (Tech Office), C31 (Humanities Office) · E Block – Sixth Form Office · G Block – Finance · L Block – SEN Office · M Block – Maths Office (upstairs) · Sports Hall PE Staff Office · S Block – Science Prep Room (downstairs). All Science laboratories have PPE grab bags. The Sanctuary It is the responsibility of the Medical Support Officer to ensure that sufficient PPE and available and in stock. VGM		
Risk of students ingesting unsupervised hand sanitizer	Some hand sanitizer is toxic to humans.	H	Lots of these hand gels use iso-propanol which is toxic to humans therefore should not be allowed to handle the gel unsupervised in a classroom. The student protocol will be clear that hand sanitiser must only be used when supervised by an adult and on no account should be ingested. Vulnerable students advised not to carry their own. SEND students will always be supervised using any hand sanitiser. DAP/SJG	11 th October 2020	L
Financial Risk of Infection Control supplies: There is an on-going of cost to supplying infection prevention materials.	Infection control measures are breached Budget cannot sustain this indefinitely – more cuts will be necessary from other areas. Products are removed/stolen	M	<u>Dispensers</u> <ul style="list-style-type: none"> To have a dispenser in all class rooms (rather than have 5ml bottles that would get lost/stolen) and in every entrance we will need and total of x99 extra this will add to the existing 20 already in situ. This would give an overall total of 120 dispensers around the school. Please find attached to this email PO for required x99 = £1480.05 <u>5Lt Hand Sanitizer Gel for Dispensers</u> <ul style="list-style-type: none"> Currently 90lts in stock To fill all new dispensers, allow for current wall and hand dispensers to be full and an amount to be left in stock to refill in the first instance x90lts required. Please find attached to this email PO for x20 5lts bottles = £999.80 £90-100 a week in replenishing stock. <u>Anti Bac wipes</u> <ul style="list-style-type: none"> Order x141 more to cover all 54 offices and 87 classrooms this figure includes offices we are already using plus the other buildings and gives us some stock. Please find attached to this email PO for x141 packs = £840.36 <u>Tissues</u> <ul style="list-style-type: none"> need 141 packs (x4 multi box of x36 =144) Please find attached to this email PO for x4 boxes of x36 = £134 	9 th August 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>50ml Hand Sanitizer</p> <ul style="list-style-type: none"> • Only offices and a few other areas to have 50ml bottles due to wall dispensers being used in class rooms. • x40 originally use 20 in stock • need further x54 to cover all office and gives some stock. (note these can be refilled by 5lt hand gel bottles.) • Please find attached to this email PO for x54 bottles = £199.80 <p>Paper Towels</p> <ul style="list-style-type: none"> • Due to not using roller towels or dryers Paper towels will be in high use. • Currently 20 boxes of towels in stock but with all W/C, kitchens, Art rooms, cooking rooms and Tech using them this will soon diminish • Order extra 20 boxes for large supply and monitor first 2 weeks on consumption for next order. • Please find attached to this email PO for x20 boxes V Fold 2ply White hand towel 3200 Cost £299.60 <p>Hazard Tape</p> <ul style="list-style-type: none"> • More tape needed to mark out 2 way systems in corridors/stairs plus marking in class rooms. • x2 two rolls left in stock • Please find attached to this email PO for x10 33m rolls @ £99.50 JGS 		
How have leaders added to/adapted the health and safety policy and other associated policies to include aspects linked to COVID-19 management?	Infection control measures are breached.	M	A Supplementary Health and Safety Policy has been written as an amendment to policy to reflect Covid 19 requirements. Shared with Staff Reps, Health and Safety Governor and H&S Committee & Governors VGM	14 th July 2020	M
What procedures are in place to support the Medical Support Officer's work in medial room?	Infection control measures are breached. Risk to MSO's health and well-being	H	<p>Risk assessment Completed by VGM/JE:</p> <p>PPE available: - surgical gloves -500 pairs Plastic Aprons – 200, Disposable Face Masks – 150 (to be changed every 4 hours) (more on order), 9 Plastic shields</p> <p>Staff PPE grab bags available around the school site containing a pair of gloves and a face mask for use in an emergency situation, (see below)</p> <p>Students entering the Medical Room must stay behind the taped line.</p>	20 th September 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>A DISPOSABLE FACE MASK AND A PLASTIC FACE SHIELD TO BE WORN AT ALL TIMES BY THE FIRST AIDER ON DUTY.</p> <p>A maximum of 3 students from only 2 different year groups to be allowed in the medical room at any time and to be seated on chairs available, separated by a screen.</p> <p>Any student displaying symptoms of Covid 19 will be escorted to the Sanctuary by a member of staff and their parents will be called asking them to collect, isolate and arrange a test.</p> <p>Any student feeling unwell will have their temperature taken with a non-contact thermometer. If the reading is 37.8c/100f or above the student will be escorted to the Sanctuary by a member of staff and their parents will be called asking them to collect, isolate and arrange a test.</p> <p>The extractor fan in the medical room will be on at all times.</p> <p>All doors will be propped open.</p> <p>When a student leaves the medical room, either to the Sanctuary, home or back to class, the chair will be cleaned with a disinfectant cleaner.</p> <p>Toilet door, light switch and sink to be cleaned with disinfectant cleaner after use and hourly.</p> <p>Hand soap and hand sanitizing gel to be made available to all members of staff and students in the medical room. <i>Wall Dispenser of hand gel to be refilled by site team and 2 x 200ml bottles of soap to be replaced from supplies under the sink (9 bottles).</i></p> <p>Everyone entering the medical room will be asked to use the hand sanitizing gel when they arrive and when they leave.</p> <p>Whenever there is a change of first aider on duty the work station, key board and both phones to be cleaned with disinfectant wipes.</p> <p>Students should be sent to the medical room for triage if they are:- displaying symptoms of Covid 19, they should be sent to the medical room for assessment. These are the recognisable Covid symptoms. These include: Continuous cough and High temperature.</p> <p>Other reasons to send students to the medical room include: Paracetamol, Bleeding, Burns, Chest pain, Asthma, Allergic reaction, Head bump, Injury which has occurred in school, taking their own, prescribed medication, Vomiting/Diarrhoea, Eye injury.</p> <p>We will no longer be offering;</p> <ul style="list-style-type: none"> · Ice packs for pre-existing injuries · Water for feeling sick – They should have their own · Water for headaches – They should have their own · Facility to clean muddy clothes (student services) 		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<ul style="list-style-type: none"> · Spare clothes when ripped (student services) · Calls to parents for broken braces (student services) · Emotional distress (Student Services) · Sanitary products (student services / school office) · Hot water bottles for period pains · Plasters for a non-bleeding, pre-existing injuries (student services) for example; Blisters, broken nail, piercing covering, covering for broken skin <p>Triage queue: Students who are sent to the medical room should ring the buzzer once and wait at the door to be seen by the first aider on duty. Students should not enter the medical room without permission. If there is more than one student waiting at the door they should wait in a line along A block corridor, leaving 2 metre gap.</p> <p>If a student develops symptoms of Covid 19 whilst in school, they will immediately be isolated in the Sanctuary and their parents will be called asking for them to be collected and a test arranged.</p> <p>We will ask the parents to inform us of the outcome of the test, however if the test is positive we should receive notification from our local PHE team.</p> <p>If the school become aware of a confirmed case of Covid 19 they must contact the local health protection team;</p> <p>The Department for Education 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> <p>The Public Health England local team 0300 3030450 must be informed if 2 or more confirmed cases are recorded within a 14 day period or if there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected.</p> <p>The school must work with the Local Health Protection Team and follow their advice.</p> <p>If a positive test result is received, all members of staff and students who have had close contact with the confirm case will need to be contacted and told to self-isolate for 14 days. The identification of the infected person will not be disclosed.</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Any students displaying symptoms of Covid 19 will be escorted to the Sanctuary by a member of staff. Parents will be called instructing them to collect. Any student feeling unwell will have their temperature taken with a non-contact thermometer. If the reading is 37.8c/100f or above the student will be moved to Sanctuary. The extractor fan in the medical room will be on at all times.</p> <p>If a member of staff develops symptoms of Covid 19;</p> <ul style="list-style-type: none"> · A new, continuous cough · A high temperature · A loss of, or change in, your normal sense of taste or smell <p>That member of staff must self-isolate and book a test. Tests can be arranged via this link https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. Alternatively, Cathy Shacklady (HR) or Jacqui Edwards(MSO) are able to log employer details onto the Employer Referral Portal and an invitation for priority testing will be sent via text message. Testing is most effective within the first 3 after the onset of symptoms. Employees will have the option of a test site appointment or a home test kit. If a positive test result is received that member of staff must follow the advice below; https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Stay at home for at least 10 days from the onset of symptoms and only return to school only if they are symptom free, other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>All members of staff must contact Vivienne Miller or Cathy Shacklady before returning to work. All staff and students who have had close contact with the confirm case must be informed and advised to self-isolate for a period of 14 days. The identification of the infected person will not be disclosed. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation • unprotected physical contact (skin-to-skin) 		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<ul style="list-style-type: none"> proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual · travelling in a small vehicle, like a car, with an infected person <p>If a positive test result is received that member of staff must follow the advice below; ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>They must self-isolate for at least 10 days from the onset of symptoms (the first day they became ill). And return to school only if they do not have any symptoms other than a cough or loss of sense of smell and taste. They should make sure their temperature returns to normal before they return to school.</p> <p>All staff and students who have had close contact with the confirmed case and members of their household must be informed and advised to self-isolate for a period of 14 days. The identification of the infected person will not be disclosed beyond SLT.</p> <p>If a member of your household develops symptoms of Covid 19:</p> <ul style="list-style-type: none"> A new, continuous cough A high temperature A loss of, or change in, your normal sense of taste or smell, <p>You should self-isolate for a period of 14 days, or until a negative test result is received.</p> <p>As all members of staff are essential workers, priority testing is extended to members of their household to enable staff to return to work as quickly as possible. Priority testing can be arranged via the Employer Referral Portal (as above) or by following the link below; https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested or ordered by telephone via NHS 119</p> <p>If a negative test result is received that member of staff can return to work immediately.</p> <p>If a positive test result is received that member of staff must remain in isolation until 14 days after the onset of the symptoms.</p> <p>Track and Trace: All staff and students that have a positive test result must be willing to provide details of anyone they have been in close contact with whilst in school and if asked to do so, they must co-operate with NHS Test and Trace.</p> <p>To contain an outbreak, the PHE local team must be informed if 2 or more confirmed cases are recorded within a 14-day period or if there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected.</p> <p>The school must work with the Local Health Protection Team and follow their advice. In some cases, the HPT may recommend a larger group of students/staff are sent home as a</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			precautionary measure. Where an outbreak is suspected, a mobile testing unit may be dispatched to the school focusing first on the person's class, then Year group, then whole school if necessary. VGM/JLE		
First Aid:	Infection control is breached.	H	<p>Staff PPE bags containing a disposal facemask and gloves will be available around the school site for use in an emergency.</p> <p>PPE bags can be found in the following locations;</p> <ul style="list-style-type: none"> • A Block - A7(Languages Office), A14 (English Office), Library and School Office • B Block – Citizenship Office • C Block – C4 (Student Services), C11 (Tech Office), C31 (Humanities Office) • E Block – Sixth Form Office • G Block – Finance • L Block – SEN Office • M Block – Maths Office (upstairs) • Sports Hall PE Staff Office • S Block – Science Prep Room (downstairs) and all Science Laboratories • The Sanctuary • All first aid boxes <p>It is the responsibility of the Medical Support Officer to ensure that sufficient PPE and available and in stock. JLE</p>	9 th August 2020	L
Hand Dryers	Infection control is breached.	M	These have been replaced with paper towels and a bin. JGS	9 th August 2020	L
Monitoring temperatures	Infection control is breached.		<p>Where staff/ students report with possible symptoms, the students' temperature but not make diagnoses, we can only report the reading to the parents. If the reading is 37.8c/100f or above the student will be moved to Sanctuary We will take test 3 times over a 15-minute period. If the reading is still high, parents will be asked to collect.</p> <p>On return to school the person affected must have their temperature taken by the medical room and recorded. JLE</p> <p>Two parents have expressed concerns about the use of infra-red temperature devices – DAB drafted letter expressing the school's position.</p>	20 th September 2020	
School Uniform:	Infection control measures are breached as a result of infrequent cleaning.	M	<p>Our normal expectations regarding uniform/dress code will resume in September for students and staff respectively. AES consider this to play a valuable role in contributing to the ethos of the school and in establishing a reassuring sense of normality amongst students.</p> <p>Students allowed to wear coats in class if cold.</p>	9 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			DAP to issue Standards bulletins via Staff bulleting from week beginning 21 st September DAP		
High Frequency contact points	High possibility of contamination from doors and handles due to constant us	M	Minimise need to touch the handles and doors by wedging doors open, unless fire doors. Day cleaners will clean contact points continuously Regular hand sanitising on entry and exit will reduce risk VGM Walkie Talkies are to be sanitised after every session at lunchtimes.	9 th August 2020	M
Students on crutches	Infection control measures are breached		Students would be grouped together in Year groups in one corner of library if re-rooming to a downstairs room for affected lessons is not possible.	7 th October 2020	

10 Response to suspected/ confirmed case of COVID19 in school

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
<p>Approach to confirmed COVID19 cases during school day & ensuring that those who have the coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	Infection control measures are breached	H	<p>Where a student or member of staff becomes unwell at school with a new continuous cough or high temperature, the following procedure will be followed:-</p> <p>Any child taken sick with symptoms to be isolated and MSO/VGM/HTs should be alerted. VGM</p> <p>The student/ member of staff should be isolated immediately in Sanctuary with door open and poster on wall saying entry forbidden without permission VGM</p> <p>PPE should be used by staff in vicinity/for supervision and handwashing protocols followed VGM</p> <p>Staff member will be sent home or a relative called to collect them if they are not well enough to travel. Where students are unwell, parents notified immediately with expectation they will collect their child without delay. Collection direct from sanctuary via car park with no entry to school site. The Finance toilet will be used by isolating students/staff and cleaned immediately.</p> <p>A student should be sent home as soon as parents/carers can be contacted and told they should get a test and inform school of outcome; the member of</p>	30 th September 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>staff should leave the site as soon as possible and will be asked to get a test and inform the school of the outcome MSO</p> <p>There should be a full deep clean of the areas the student/member of staff has been in. VGM/DAB</p> <p>Symptomatic students should be sent home and isolate for 10 days and take a test. Siblings and close contacts should isolate for 14 days from onset of symptoms.</p> <p>Confirmed cases should isolate for 10 days from onset of symptoms.</p> <p>If the school become aware of a confirmed case of Covid 19 they must contact the local health protection team; The Department for Education 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> <p>The Public Health England local team 0300 3030450 must be informed if 2 or more confirmed cases are recorded within a 14 day period or if there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected.</p> <p>The school must work with the Local Health Protection Team and follow their advice and guidance. The Local Health Protection Team who will conduct a rapid Risk assessment and we will follow the advice given around which individuals/groups should be asked to self-isolate.</p> <p>The school will operate the Anglo's Rapid Response Plan once a positive case has been identified. A flow chart and related paperwork is held on One Drive – Leadership Team, with the Admin Team and with HT's PA. The SLT will identify contacts through seating plans and social contact lists who have sat within 2m of the case during their infectious period. Check all staff have been socially distanced. Check social contacts – at break-time, clubs and sports/music activities.</p> <p>Close contacts will be asked to self-isolate for 14 days and a letter issued to parents.</p>		

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			A sibling of a child developing symptoms should self-isolate. A positive test means 10 days isolation from the onset of symptoms, a negative test means a sibling can return to school. Track and Trace restrictions adhered to.		
Approach to confirmed COVID 19 cases in place: outside of school hours <ul style="list-style-type: none"> Approach to relocating CYP away from certain parts of the school to clean, if possible Cleaning procedure in place Arrangements for informing parent community in place 	Infection control measures are breached	H	<p>The confirmed case must inform VGM/HT using emergency phone numbers on telephone tree or e-mail.</p> <p>A deep clean and temporary closure of areas to clean affected areas will be actioned.</p> <p>ECC/DFE will be notified as above.</p> <p>Seating plans and known contacts will be collated.</p> <p>Close contacts will be informed either by the school or the PHE Protection Team and required to take a test and inform the school and team of the outcome</p> <p>The DFE will conduct a rapid Riskassessment and we will follow the advice given around which individuals/groups should be asked to self-isolate.</p> <p>VGM/JMG</p> <p>For recording of attendance, please see 17. Managing Attendance. DAP</p>	20 th September 2020	M
Containing an Outbreak	Infection control measures are breached Staff isolating could compromise safe running of the school.	H	<p>If schools have more than 2 or more confirmed cases within 14 days, the school will inform the Local Health Protection Team who will conduct a rapid Risk assessment and we will follow the advice given around which individuals/groups should be asked to self-isolate. They may request a larger group is self-isolated and this could lead to temporary school closure.</p> <p>VGM/JMG</p> <p>See rapid response to positive Covid 19 plan</p>	20 th September 2020	
Managing Local Outbreaks	Infection control measures are breached Staff isolating could compromise safe running of the school.	H	<p>The school will contact the Local Health Protection Team who will conduct a rapid Riskassessment and we will follow the advice given around self-isolation. VGM/JMG</p> <p>In the case of local lockdown, the remote learning programme to be reintroduced via SMH, Showbie and Teams. Need to provide high-quality on-line resources, including off-line and on-line video resources, high levels of interaction, assessment and feedback.</p> <p>Continue staff training to ensure we are all ready for this prospect. CSP</p>	9 th August 2020	M

11 Pupil Re-Orientation “back to school”

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Approach and expectations around school uniform/equipment determined and communicated with parents.	Breach of infection control measures Concerning confusion over changed expectations shared in advance with students and parents around <ul style="list-style-type: none"> Uniform Equipment (pen/pencil/ruler / tissue/water bottle) The new school day 	M	Our normal expectations regarding uniform/dress code will resume in September for students and staff respectively. Student will wear coloured shields to identify their year groups. (Year 7: Green, Year 8, Red, Year 9 Orange, Year 10 Yellow and Year 11 Purple) Students asked to bring their own equipment and not to share this. Students asked to bring their own pre-filled water bottle. Water fountains will be back in use for refilling of bottles only. Student protocol, the Home School Agreement, Anglo Agreement and Behaviour Policy Addendum have been sent home to parents and students. These will be reinforced by posters, assemblies and in tutor time. Covid Staff Handbook explains the key rules, systems and procedures for the school day to all staff. No sports equipment e.g footballs and basketballs are to be bought into school by students.	9 th August 2020	M
Changes to the school day/timetables shared with parents.	Infection control and social distancing measures are breached	M	Student protocol to explain the key rules, systems and procedures for the school day. Student protocol and Home School Agreement have been sent home to parents along with letters and bulletins which reinforce these messages. Staff timetables have been issued in advance. Student timetables will be issued to students by tutors and the new timetable for breaks and dismissal explained.	9 th August 2020	M
Approach to preparing pupils for a return to academic work 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.	Student academic progress is slowed.	M	Tutor programme focused on student well-being, reintegration, celebrating achievements, new skills, relearning academic study skills and preparation for assessments and examinations. RDWMJS One Group organised in English, Mathematics and Science MJS Increased safeguarding team capacity: appointment of further ADSL (s) Appointment of PPG Co-ordinator, SER, to bridge the Disadvantaged Gap more rapidly. Achievement for All programme for PPG cohort launched, staff training planned and coaching dates in place. Engage with Marc Rowland’s resources SER/RDW	9 th August 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			HODS to consider how best to consolidate learning, guide teachers with managing a curriculum in a shorter time. HODs to brief departments on Ofqual adjustments to exam requirements for 2021 and adjust curriculum as required.		
Approach to supporting wellbeing, mental health and resilience , including bereavement support is in place.	Student mental health and well-being is compromised. Increase in mental health referrals and behaviours e.g self-harm, suicide.	M	<p>Tutor programme focused on student well-being, reintegration, social skills, celebrating achievements.</p> <p>Mental Health Recovery programme to be implemented including assessment of need in September and a planned response for individuals and groups. RDW</p> <p>Increased safeguarding team capacity: appointment of further 3ADSLs</p> <p>Increase counselling/bereavement support capacity through HBBS/Headroom – in school for 2 days a week (Tuesday/Friday) to provide individual, group and staff counselling and therapy. RDW</p> <p>One-to-one opportunities to talk with a trusted adult about well-being and experiences under lock-down</p> <p>Response to Young Minds Survey implemented for vulnerable students:-</p> <ul style="list-style-type: none"> • Good communication with home - e.g. a weekly call with parents or regular check-ins with their children • Clarity around expectations in regards to school work, and adjusted management of workload if necessary e.g one group or priority checklists • Mental health advice from school • Access to computers for their children/ internet connection • Priority access to library/resources • Advice on transitions back into school – adult or peer mentor • Adding arts and sports to their school extra-curriculum • Mindfulness/Headroom and other external agency support RDW 	11 th October 2020	M
Support for School Leavers	A fluctuation in expected results will lead to complications in accessing 6 th form and university places.	L	<p>6th Form: Secure e-mail delivery of results in place. This was successfully piloted with the IB cohort. This minimises need for travel and mixing of students and staff.</p> <p>Results will be issued to students from 8am. UCAS and HE institutions will not release any information before 8am. UCAS will make a list of students who have not been given a University place available to schools from 7am on 13th August, under embargo until 8am. Only select staff who will need to support students will have access to this information.</p>	9 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>UCAS mentoring/ counselling available by appointment in August</p> <p>Sixth Form team continuing to issue references</p> <p>Video advice has been recorded about collection of results, managing appeals and accessing support for their next stage of learning. MJS</p> <p>Year 11: Secure e-mail delivery of results in place. Appointments with the Sixth Form Team/SLT available on site or remotely by Zoom to support students who need guidance.</p> <p>Students who are unwell or have Covid 19 symptoms should not attend school for any reason.</p> <p>Students attending school should follow enhanced hygiene protocols.</p> <p>Meetings will take place in Registry Office, Sixth form rooms accessed by external doors and Euro lounge only to ensure limited access to school buildings. If parents wish to accompany students to this meeting, they should not gather at the entrance to school, but should proceed to reception for a pre-arranged meeting. No access to school site will be granted without a pre-arranged meeting with a named member of staff. MJS/SNN</p>		
<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	<p>Increased workload for safeguarding team</p> <p>Decrease in engagement in extra- curricular and international programme</p> <p>Rise in FSM demand</p> <p>Increase in disadvantaged gap</p>	M	<p>Increased safeguarding team capacity: appointment of further 3 ADSLs</p> <p>Appointment of PPG Co-ordinator to bridge the Disadvantaged Gap more rapidly. SER</p> <p>Achievement for All programme for PPG cohort</p> <p>Small increase in budget to finance resources/equipment and uniform.</p> <p>Visit and exchanges to be scaled down for a year and internal international curriculum to be enhanced to make sure this is accessible to all.</p> <p>See SDP plan for Disadvantaged students.</p>	9 th August 2020	M
Students with widening gaps identified and support put in place	<p>We do not have the capacity to support additional students</p> <p>Students with gaps not identified</p> <p>Increased referral to social care</p>	M	<p>See Disadvantaged Action Plan on SDP RDW/SER</p> <p>Summer Arts Transition School, targeting Disadvantaged/ SEND/Anxious students. Invitations out Wednesday 15th JMG/IJR</p> <p>Increased safeguarding team capacity: appointment of further ADSLs</p> <p>Appointment of PPG Co-ordinator to bridge the Disadvantaged Gap more rapidly.</p> <p>Achievement for All programme for PPG cohort now launched.</p> <p>DAP to lead Achievement Team in identifying those most in need of support in a systematic way on return from survey/telephone conversation data.</p> <p>RDW to lead on plans for “re-engaging” the disaffected/ disadvantaged and vulnerable</p> <p>RDW to co-ordinate calls to PPG/vulnerable families not in school.</p>	11 th October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Used catch –up money to overstaff English, Science and Maths to facilitate small group and on-to-one tuition. We have 50 periods to create this alternative curriculum and Department Support (30 periods) to support.		

12 Managing Group Self-Isolation/ Local Lockdown/Critical vulnerable students who must still self-isolate

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Remote Learning Contingency Plan All students have access to technology and remote learning offer Students and staff who may have to self-isolate under track and trace or as a result of local lock-down need access to lap tops and wifi.	Disadvantaged gap widens Limited access to resources Levels of stress and anxiety increase as students get behind.	M	Remote learning plan for each tier of possible lockdown devised in September and consulted on with Leadership Forum Curriculum and Staff Reps. Issued to Parents 13th October 2020 Remote learning plan will be reinstated if necessary 7 government lap tops have been provided with 3 routers. 23 laptops have been sourced from donations. TLR3 position advertised to develop IT and the remote learning offer from Nov 1st New legal obligations for schools to provide remote learning for self-isolating students immediately in line with in-class provision. Student survey has provided further information about IT gaps in provision. Paper based packs of materials posted to students with limited access. Finance/ RDW has kept IT access log updated for redistribution where needed. Where students are identified as self-isolating, tutors will check IT access with the family and inform RDW of any additional needs to be provided by the school to facilitate home learning. RDW/MRA	11 th October 2020	M
Blended approach between physical and remote learning developed to improve home-learning , including support for those CYP who are shielding/ clinically vulnerable/in local lock down	Staff well-being – working in school full time and setting and assessing work on-line Some students disadvantaged as their local lock down	M	Whilst all students are expected to return to school in September, there will be some who are clinically vulnerable with medical advice to self-isolate, who have symptoms, who have household members who have symptoms, who have received positive test results or who have been in close contact with a positive confirmed case and will not be able to attend school.	9 th August 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	<p>lockdown may not mean Ingatestone.</p> <p>Staff focus on in-school provision or do not engage with on-line CPD to improve skills in TEAMS/remote delivery.</p> <p>Staff do not have confidence to deliver high quality lessons for students that meet e-safety/ H & S requirements</p> <p>Lack of monitoring allows individual cases of unacceptable practice to go unchallenged</p>		<p>Where this is a short period of 10 -14 days, class and homework can be followed using resources posted in SMH and Showbie.</p> <p>Where we have cases on longer term shielding needs, an enhanced provision using wider range of resources such as Showbie, audio enhanced presentations and SMH resources will be agreed with individual class teachers. CSP</p> <p>Students in longer term isolation will write an individual risk assessment with their tutor/ YL or member of SLT to determine what support is necessary and how the school can support this need, with external agency support where necessary.</p> <p>Reps from each department to form a Teams Development Group to support staff training and development on on-line resources which complement classroom learning in their subject.</p> <p>SAs to be further trained to support on-line lessons and respond to chat questions/hands up.</p> <p>MRA/CSP to lead on remote/physical pedagogical to support staff to deliver engaging lessons that keep motivating students using advanced technology. Training received on how to support students' mental well-being remotely planned.</p> <p>Track student feedback on what has been most successful and beneficial. CSP</p> <p>The Achievement/SEND/DA Teams and tutors to be available for support for individuals identified as in need DAP/RDW</p> <p>HODS to monitor quality and support and challenge as necessary. CSP/MJS</p>		
Intelligence around impact of Covid 19 on critical worker students – trauma and anxiety for students of front –line parents will have increased.	Increased anxiety and mental health support needs	M	<p>A log of students who are vulnerable or have experience trauma or distress during the lockdown period has been collated by Year Leaders, tutors and SLT. There are over 90 students on this list.</p> <p>A whole school mental health and well-being support plan in place.</p> <p>A period of assessment of need, adjustment to school, and those needing additional support will take place with Headroom, HBBS and external agency support during the first 4 weeks of term and then a bespoke support plan put in place for individuals and groups, with family support. RDW</p>	20 th September	L

13 Transition

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Year 5/6 Open Day & Webinars	Numbers fall below PAN for students who choose to go to their local school rather than travel to AES on public transport. Levels of confidence and reassurance are low starting secondary schools.	M	Open day videos completed and launched on 24 th September and are on the website for viewing. 6 th Form Open Evening launches on 6 th October SLT conducting webinars for parents week beginning 28 th September	30 th September 2020	L
Online/ website support for families and young people around transition in Year 6.	Numbers fall below PAN for students who choose to go to their local school rather than travel to AES on public transport. Levels of confidence and reassurance are low starting secondary schools.	M	Year 6/7 transition plan in place which included:- H/T letters to Year 6 students YL video introduction/virtual tour. H/T induction parent meeting to be filmed and published remotely. 12/6/20 Student Guides and transition activities issued remotely. 24/6/20 Student profiles collated for by ABS for sharing with the tutor group Tutor video to be filmed 16/6/20 Transition week planned for 17 th August 2020 JMG/IJR Plan for 1/2 days in September communicated by letters DAP/NRR First day in September for just Year 7/L6 to support adjustment issued by letters to parents DAP/NRR Open day films, subject webinars and student films planned to be recorded during August/September SNN/ABS	9 th August 2020	L
Plan for supporting transitions for most vulnerable students between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) 	Students' well-being is compromised with uncertain starts to school. Adjusted plans and physical adaptations not in place.	M	SENCO has made contact with all families with EHCPs starting in September and additional families where students/parents were very anxious. SENCO to be involved in virtual transition and introductory film with tutors 16/6 Information to support transition has been requested from primary Heads. ABS has re-designed form. Need to chase remaining primaries for missing data ABS/NRR Increased LSA numbers for September. Team inducted. Appoint two Assistant SENCOs to increase capacity & staff expertise Specific transition plans and parent sessions planned for induction for SEND families. Virtual meetings offered to parents	6 th July 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			PNI visits to the school planned for a detailed needs assessment SJG Carers in place for PNI student in Yr 7. Intimate care plan in place with PPE provision in place RDW		
School Leavers: Year 11 into L6 Student who did not get their grades may need additional support.	Students may opt to move to their local school and not return to AES. Students' preparation for 6 th form is compromised. Induction Days cannot go ahead.	M	Bridging projects/Wider reading in place for Year 11 issued Sixth Form/SLT teams ready to support transition to Sixth form/colleges. Staff available remotely and in school to support access to the next stage of learning. Year Leaders have maintained well-being surveys and telephone calls weekly Those applying for college/vulnerable have been supported by YL and SLT. A video has been filmed by MJS to support students with exam results access, SARs and CAG information access and appeals procedures. MJS Applications and references have continued. Additional appeals days have been arranged for 6 th form entry. SNN 2 days of Virtual tours/ presentations/ subject webinars and induction SNN	9 th August 2020	L
School Leavers: Post 18 to University: Student who did not get their grades may need additional support. Increased numbers in deferrals in U6 L6 will need UCAS preparation	Students' university placements jeopardised by assessment process. Increase in students wanting to defer. Student less supported in transition by universities. Offers reduced as a result of financial/staffing implications on universities. L6 personal statements/CVs compromised by lack of enrichment/ visits opportunities/work experience.	M	Bridging materials, reading lists, MOOQs, research papers distributed by university subject areas collated by YL. Opportunities bulletin distributed fortnightly via Anglo Bulletin. Universities announcing virtual lectures, socially distanced seminars but the experience is compromised and the cost is the same. These have been collated and distributed by NKF Virtual work experience and UCAS mentor/ Personal statement writing support set up to support L6. SNN/NKF A video has been filmed by MJS to support students with exam results access, SARs and CAG information access and appeals procedures. MJS Key staff in school on 12 th August to receive and prepare issue of results information. Staff available on 13 th August, remotely and in school to support access to the next stage of learning. SNN Lists of students not receiving university places received by staff at 7am to plan. Embargoed until 8am to provide an advanced response. Results issued at 8am by UCAS, HE providers and exam boards. MJS	9 th August 2020	L
Year 6 Transition Summer School	Increased anxiety amongst Year 6s who have not been on site.	M	See separate Risk Assessment for this. Maximum Nos: 60 children a day: 2 tutor groups a day £30. Plan to have two groups of 15 ideally but could split into 3 groups of 5 outside. That needs 3 members of staff if outside.	9 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	SEND and Disadvantaged students who need additional support on entry might be less well known to staff. Fewer Year 7s attend on 1 st September leading to financial loss.		<p>Entry/Exit: 1 member of staff at main hall 7A, the other tutor group goes through Late gate into gym. Big indoor spaces used.</p> <p>Plan for Day: 4 classes: 10-11: Drama/Art, break, 11.15-12.15 Drama/Art: Music (CS) Dance (Jo), Lunch break/orientation 12.15-12.45, 12.45-1.45 Dance/Music, break 1.45-2pm break, 2-3pm Dance/Music.</p> <p>Spaces: C Block open for orientation exercise at lunchtime, Gym, Main Hall,</p> <p>Toilets: Gym & C Block toilets. Sanctuary for isolation.</p> <p>Staff: IRJ, CXS/ EJJ, Jo, CHH/ETT/DRW, SER, SWB, SW & Dance teacher and possibly Music teacher.</p> <p>On call: First Aider, safeguarding on call rota, SLT,</p> <p>Consent must be from parents for attendance and photos.</p> <p>Social Distancing: All staff will maintain 2m distancing from other staff and students.</p> <p>PPE grab bag: (Face covering and gloves) & Walkie Talkies available.</p> <p>SEND children: SJG to check Individual risk assessments & needs: Face coverings worn for close care.</p> <p>RDW to check plan, speak to external providers</p> <p>Parent Pay operational for payment £30</p> <p>Website: ABS – letter, RA, photos, consent form JMG</p>		
Year to Year Transition	Risk of loss of regular contact and support for families and from external agencies/social care.	M	Each Year group's annual Parents' Information Evenings which contain key information about curriculum, assessment, safeguarding and well-being information released on pre-advertised dates though pre-recorded video presentations, See PIE plan.	11 th October 2020	L

14 Safeguarding/Well-Being

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Consideration given to any CYP who may need support with their return to school and consultation has been	Risk of loss of regular contact and support for families and from external agencies/social care.	M	Risk assessments/support plans reviewed and updated in response to full re-opening and held centrally on spreadsheet and shared with staff. Key workers assigned for weekly checks. Programme of support in place	11 th October 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
undertaken with the family and other agencies involved.	Increased risk where the vulnerability is linked to the home situation. Risk of isolation, lack of communication and increase in mental health issues.		Headroom assessment of most vulnerable students completed on 17 th & 18 th September through mindfulness programme followed by a programme of bespoke support including mindfulness programmes, group counselling and individual therapy on Tuesday and Fridays. RDW/DAJ/SJG		
Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures Staff training for those for supporting pupils and receiving disclosures (process reminder, refresher training)	A lack of staff training could compromise effective response to disclosures, an awareness of risks, triggers and concerns in the information received from parents/students which could delay necessary help and support.	M	Information, advice and guidance on vulnerable students shared with YL/tutors as necessary. A register of over 90 students who have been identified as vulnerable or who have experienced bereavement or trauma has been compiled, saved centrally and each child has a key worker attached. Safeguarding training up to date and further training available via National College on-line. 1 st September safeguarding training plan completed and staff have completed the survey questions and on-line CPD RDW	11 th October 2020	L
Updated Child Protection Policy in place.	Governors/staff need aware of interim policy	L	Updated Child Protection Policy in place and has been shared with staff. Updates will be high-lighted in Safeguarding training on 1 st September. The 'COVID-19 outbreak' addendum to the child protection policy includes the specific issues for these circumstances has been added. Staff refresher training to include reference to this and revised well-being materials. Additional training made available via remote training facility. RDW/CSP www.gov.uk/government/publications/keeping-children-safe-in-education-2 The Safeguarding team has been increased to ensure 5 ADSLs are supporting the DSLs, including one member of the PSS to increase time, availability, ability to make referrals to social care and other agencies where necessary, including the school nurse.	9 th August 2020	L
Work with other agencies has been undertaken to support vulnerable CYP return to school	Able to contact social workers?	M	SLT/YL/SENCO have been assigned as key workers to all vulnerable students with external support. Weekly contact has continued. Spreadsheet kept centrally of updates, changes to risk and information. HBBS counselling support available. Headroom have been deployed to support mental health and well-being every Tuesday and Friday. Assessment period in September will include referrals to wider agency support, as signposted by DAJ.	11 th October 2020	L
Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures	Infection control procedures are compromised.	M	Behaviour protocols through the Behaviour Management Addendum and physical boundaries established. Posters/ protocols produced and shared in advance. DAP/JMG	9 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
are in place to mitigate risk of transmission			<p>Consistent behaviour response plans are in place for those at risk of not being able to adhere to the Behaviour Policy in full. (including what protective measures are in place) DAP</p> <p>PPE grab bags to be situated in each department/Year Leader office and available for duty staff in case staff need to intervene within 1+ metre distances to ensure the safety of a student. VGM</p> <p>Appendix to Behaviour Policy adapted and shared with parents, staff and students in advance. JMG</p>		
Are staff aware of arrangements for contacting DSL/LADO/MESH/Virtual School Head and the use of CPOMS	Vulnerable students may feel isolated and unable to access help and advice. Tutors need to be trained to identify concerns and report them effectively.	M	<p>Staff have all had safeguarding Policy and updates. The 'lockdown annex' to the Child Protection policy has also been regularly shared with staff. The Code of Conduct was revised and noted by the Personnel Committee in March and has been shared on the Policy Directory with staff.</p> <p>New staff induction completed on 9th July 2020.</p> <p>Further safeguarding training planned for 1st September as a refresher for all staff.</p> <p>The safeguarding Team has been increased and now includes 1 DSL and 5 ADSLs, all of whom have Level 3 training and one of whom is not a teacher so available during lesson time, increasing accessibility.</p> <p>Staff to call D Duty and D Duty person to alert DSL on duty if deemed to be a CP or safeguarding emergency. Publish DSL on call timetable to spread the load and highlight availability so D Duty staff know who to ring ICE. RDW</p> <p>The Designated Safeguarding Lead is Ruth Wootton. woottonr@aessex.co.uk</p> <p>The Deputy DSLs are Darren Priestley (priestleyd@aessex.co.uk) and Nikki Foster (fostern@aessex.co.uk), Claire Jones (jonesc@aessex.co.uk) Alice Whitlock (whitlocka@aessex.co.uk) and (jenkinsd@aessex.co.uk)</p> <p>If staff have a concern about a child's well-being or mental health, they have been instructed to inform the DSL. Staff may pick up information from any interaction with a parent or a child. It is good practice to also make the Year Leader aware in the first instance, unless you believe that the information is highly sensitive or confidential. They have been informed that 'no concern is too small to mention'.</p>	9 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			All staff are aware and have access to CPOMS for reporting any safeguarding issues immediately. All safeguarding concerns MUST be recorded on CPOMS (not via email). To access CPOMS from home please use the link I shared at the start of lockdown. https://www.aesessex.co.uk/safeguarding/ This site is monitored by the DSL team and they are alerted of any additional information added to this site.		
Induction of new staff: Have they got access to the relevant policies and Staff Code of Conduct?	All staff must be clear of the expectations and protocols for re-opening on school site.	M	All new staff attended Face to Face training on 9 th July CSP/RDW All have been issued with the draft staff handbook which contains safeguarding advice and guidance Covid Staff Handbook has been issued in draft in advance of September. Final draft to be issued on 1 st September with Keeping Students Safe, CP Policy and Staff Handbook/Code of Conduct.	9 th August 2020	L
The school has an e-safety policy which considers safeguarding risks for those pupils accessing home learning?	Students health and well-being may be compromised with the increased access to on-line resources in the home setting where virus controls and protections may not be as high as on school systems. Live Chats, M Teams and Zoom meetings increase levels of risk.	M	E Safety Policy was updated in April 2020 and circulated to staff and governors following ratification. The updated policy was ratified 23 rd June 2020. To be reissued to staff alongside GDPR training in autumn term twilight. CSP/RDW	9 th August 2020	M
How are you ensuring staff are aware and understand that there may be an impact on the mental health of pupils, parents and staff or volunteers; and therefore, have access to whatever support may be available?	Students/staff health and well-being may be compromised and the necessary support is not swiftly accessed. Staff mental health could lead to prolonged absence which could put curriculum and finance at risk.	M	Mental health updates, advice, key contacts and support are on every Parent/Student bulletin, copied to staff. Staff training available via National College /Youtube films from ECC Mental health support plan has been updated on SDP and will be shared with staff in September RDW/JMG UCL SWERL well-being research project started: Initial staff interviews taken place and whole staff training planned for November. RDW	11 th October 2020	M
Anglo Boys' Can Project: addressing Underachievement and Vulnerable Male Students at risk from exclusion			DAP leading on a project to identify, track, intervene and monitor the impact of toxic masculinity on Year 8 boys' attainment and well-being. DAP UCL SWERL well-being research project started: Initial staff interviews taken place and whole staff training planned for November. RDW	11 th October 2020	

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Goodman Project with Year 9 boys: 5 week mentoring programme from 6 th November funded by Essex Youth Service with one-to-one support for some high risk students.		

15 Curriculum / learning environment

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Curriculum must remain broad and ambitious: All students must be taught a wide range of subjects, maintaining their choices for further study and employment.	Curriculum breath is compromised.	L	A return to the full curriculum is planned. All students should receive a high-quality broad, balanced and ambitious education in line with the school's aims and ethos. All students will maintain their choices for further study. Remote education, where necessary, will align as closely as possible with the on-site provision and all class and homework resources will be shared via SMH. Some modifications may be made for individuals in Year 7/11, in exceptional circumstances, who may struggle to catch up with full curriculum. This will be addressed through One Group as usual practice. In these instances, we need to demonstrate this is in the best interests of the student in liaison with the parents. Some over-staffing in English and Mathematics has been implemented to address this. Plans for early entry for Languages have been revised if not in the best interests of students. CSP	10 th August 2020	L
Current learning plans, revised expectations and required adjustments have been considered to ensure all students receive a high-quality education that promotes their development and prepares them for opportunities, responsibilities and experiences in later life.	Students' learning, particularly in Years 10 and L6 has been compromised. Schemes of work need to be adjusted to ensure content is covered or scaled down to ensure coverage and	H (in Year 10 and L6) M in Years 7-9	Heads of Subject to adjust medium term planning for these groups particularly. MJS has given guidance on this to LFC colleagues. LFC discussed possible impact in June 2020 MJS Ofqual have given further guidance (August 1 st) about expectations with reference to exam content for exams in 2021. Exam boards have now advised us about further content revision and assessment in 2021 following consultation outcome, specific to their board's exams. Headteachers have set	20 th September 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	adequate preparations for examinations.		<p>up moving forward meetings with HODs and SLT links to discuss implications and support needed.</p> <p>Curriculum maps have been completed and are being uploaded to AES website to improve information for parents virtually. 6th Form and KS3 now complete and published on the website. KS4 needs to be completed by SLT over Autumn Term. SNN/JMG</p> <p>HODs have been asked to prioritise key content necessary for progression in all subjects to create time for catch up and revision of key concepts and content.</p> <p>A period of assessment is necessary to test knowledge and retention of what has been taught remotely (through tests, quizzes, observation, marking, talking to students) and then adjusting curriculum plans accordingly.</p> <p>Staff are trained in delivering lessons from the front of the class and aware of how best to provide students with additional support. Needs some pedagogical guidance here in September. CSP/MJS</p>		
Year 7: May be necessary to address gaps in English and Mathematics and teach some students in withdrawn classes	Students' learning, particularly in Year 6 has been compromised. Schemes of work need to be adjusted to ensure some Year 6 content is covered/revised or scaled down to ensure coverage for progression in line with peers.	M	<p>A return to the full curriculum is planned with re-visitation and revision of key skills, core skills such as reading, writing skills and grammar to check Year 6 curriculum is fully embedded. CPD via National College: Minimizing disruption and developing Catch UP plans for Low Level Attaining Pupils in Year 7 Transition.</p> <p>Some modifications may be made for individuals in Year 7, in exceptional circumstances, who may struggle with full curriculum in English and Mathematics. This will be addressed through small group withdrawal to be supported by SENCO, specialist teachers and SAs. In these instances, we need to demonstrate this is in the best interests of the student in liaison with the parents. They should return to the full curriculum offer by Summer of 2021. Transition week in school to assess students' needs beginning 17th August. CATS tests now completed and catch up / AMA students identified. RDW Year 7 attainment and reading reviews have informed the support programme RDW</p>	11 th October 2020	L
Managing the Catch-up Curriculum	Students' learning, has been compromised during lockdown. Schemes of work need to be adjusted to ensure some Year 6 content is covered/revised or scaled down to ensure coverage for	M	<p>Assessment of students' starting points should be completed in first 4 weeks: A period of assessment is necessary to test knowledge and retention of what has been taught remotely (through tests, quizzes, observation, marking, talking to students) and then adjusting curriculum plans accordingly. CATS/baseline tests now completed MJS/CSP</p> <p>Schemes of work may need adjustment based on these assessments to revise and revisit concepts and content which is not embedded. HODs</p>	11 th October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	progression in line with peers.		<p>Small group support in place in certain subjects where staffing permits to support one to small group tutoring and catch up. MJS</p> <p>One Group: Students in Year 11 may be withdrawn from one GCSE to provide intensive support with English, Mathematics and Science or one other subject which needs additional input, where this is considered to be in their best interests, in liaison with parents. A small group have been identified and are now having additional English and Mathematics provision. MJS</p> <p>Catch Up Premium Allocated on a per pupil basis for years 7 - 11 Only available for the 20-21 academic year. We will receive £80 per pupil This equates to £89,600 working on 1120 pupils. Subject to change as they will be using October 2020 census numbers for part of the calculation. Payments will be made in 3 stages across the school year</p> <p>On-line tutoring: For disadvantaged and SEND students requiring intensive support and intervention. 2nd half of autumn term. RDW</p> <p>Revision Classes: Year 11 and U6 revision programme/clinics agreed and published to students. CSP</p> <p>Early Entry for native speaker students for 2021: HOD to assess the value of this given the compromised preparation and limited group support available. Guidance from www.educational-endowment-fund.org.uk/covid-19-support-guidance-for-schools</p>		
<p>Remote Learning Curriculum: This must be high-quality and align as closely as possible to the main curriculum in school. This provides essential provision for those self-isolating and in local lockdown.</p>	Staff workload and well-being is compromised. Students continuing to learn remotely get behind on the curriculum and do not make good progress.	M	<p>We are developing an integrate a blended approach to the curriculum offer which is integrated into staff planning, where remote learning becomes an essential component for some students.</p> <p>Curriculum maps have been published on the website so that students and parents can see the content and sequence of learning.</p> <p>High quality resources will be shared on SMH, Showbie and Teams.</p> <p>Assessment and feedback will be conducted remotely via Showbie and SMH.</p> <p>Printed resources or IT equipment will be provided for those struggling to access IT/wifi.</p> <p>SAs will be deployed to each SEND students with an EHCP to provide support for home learning.</p> <p>Teachers will utilise resources from the DFE approved list of providers, Oak National Academy resources and SEND support</p> <p>Remote learning Tiers published to parents on 13th October via bulletin. CSP/RDW</p>	11h October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Managing Resources	Infection control procedures are compromised.	M	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have been told to bring their own items that are not to be shared.</p> <p>Classroom based resources, such as textbooks, can be used and shared within the bubble; the covers should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Outdoor equipment should be more frequently cleaned. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. We will look for alternative means of assessing students work e.g on-line assessment on Showbie.</p>	10 th August 2020	L
<p>HODs to consider what activity is more difficult/ not possible to be undertaken under current risk assessment and inform SLT links of any difficulties with fulfilling expectations.</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated: -</p>	Curriculum provision is likely to be compromised, practicals less in frequency and complexity and this needs careful planning to make sure the same level of learning takes place, at least theoretically. Practical can be demonstrated by teachers however.	M	<p>HODS have adjusted curriculum plans to ensure that activities can be managed and discussed the present analysis of situation and best outcomes with Headteacher and their SLT links through Moving Forward Analysis meetings so that any logistical support is in place and SLT are aware of any compromise to the curriculum proposed.</p> <p>Risk assessments to be completed for PE, Arts, DT, Science – in line with curriculum model and use. Risk assessments to be passed as appropriate by SLT line manager before this type of lesson is undertaken for the first time.</p> <p>SLT links to review and implement information from Technology, PE professional associations e.g. CLEAPPS– so they are already considering the implications and planning for adjustments with clear professional guidance.</p>	11 th October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Staff not prepping adjustments in enough time		<p>HODs to discuss plans with other PE leads to share best practice and ideas for mitigating risks.</p> <p>Review the on-line learning measures we have put in place and adapt some of them in phase 2 so that we continue to enhance the on-line learning offer, even when students are attending school regularly again. E.g development of Showbie for homework.</p>		
Subject Risk Assessment: PE	TBA	M	<p>PE</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Curriculum adaptation: Parents to be given a summary of the revised PE content and extra-curricular activities that will run in the autumn term for each year group with specific PE related rules (musts), guidance (shoulds) concerning what students and parents can do to help to mitigate risk during PE activities. Some thought and liaison will be needed for dealing with wet days, when indoor space is limited. Double Groups in Sports Hall and use of the balcony for small groups – where there is Air conditioning and ventilation is fine, as long as students are kept in their Year Bubbles.</p> <p>PE Kit: Our students will wear full uniform and change into PE kit as usual. Kits will become sweaty and muddy and wet which could lead to other illness, as well as spreading Covid via contact with sweat. Parents should be advised to wash kits after every session. There is also safeguarding concern for our girls particularly travelling on public transport in such short skorts/shorts and all students not having tracksuits etc for colder weather. They will have to change footwear and carry boots/ trainers with them. There will be no loaning of kits to those who have forgotten them Those without kit for</p>	11 th October 2020	L

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			<p>financial reasons will be referred to SER and the school will provide washed 2nd hand or new kit.</p> <p>Changing Rooms: This has been risk assessed thoroughly by TCC/DAB (see risk assessment. We will use changing rooms as usual and ask the day cleaner to target this area between lessons Student will have to maintain their year bubbles. When accessing and leaving toilets/changing rooms, students should wash/sanitise hands thoroughly and use paper towels where possible and avoid touching any surfaces in transit. Tape has been put up over the middle benches and make it clear that nobody can use that area and tape has been put on the existing benches to indicate a changing section as discussed (ever 2 pegs roughly). to facilitate social distancing. Old lockers have been removed and chairs put in their place for additional changing space. A new bench is being costed. This mitigates against students travelling long distances home in inappropriate clothing, increased costs of track suits and sweaty, dirty students returning to class to sit in close proximity of each other. To mitigate the risks the following steps have been taken:-</p> <ul style="list-style-type: none"> • Weekly flushing of showers to ensure that all water systems, for example showers and sinks, are safe to use after a prolonged facility shutdown to minimise the risk of legionella and other diseases associated with water • Enhanced cleaning for changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Electrostatic guns will be used to sanitise the room and Day cleaner to prioritise this area during and at end of day. • Student and staff to use cleaning materials and hand sanitizer for equipment and frequent touch points. • Additional social distancing signage for changing rooms. Students made aware of possible increased risk and care required. • Increase the ventilating by opening the back door in boys' changing room. • As soon as students are changed, they are to wait out the back of the boys' changing rooms outside and not wait for others 		

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			<ul style="list-style-type: none"> • Use the gym as a boys changing room to avoid year group bubbles from using the changing rooms before they are cleaned. ie if Yr7 have a P1&2 lesson and use the changing room, when the Yr8's arrive P5&6, the boys would all get changed in the gym. The windows would be blocked out and a member of staff standing at the door. • On days when it is not possible to use the gym due to it being used as a teaching space due to poor weather, the member of staff can use a sanitising spray to spray the pegs and benches before allowing a new year group in. <p>Cleaning equipment: As with classrooms, student should wipe surfaces and equipment using the wipes provided. Where possible, we will organise one set of equipment for each year group ie Badminton is played only by Year 8 and the designated equipment stays in that bubble. Cleaning materials and wipes will be provided. Students should be encouraged to provide their own equipment where possible e.g racquets but these will need to be carried. If students are sharing equipment, including balls, you should wash your hands thoroughly before and after use. 400 industrial wipes have been sourced.</p> <p>Clubs/Extra-Curricular: There will be a reduced offer where a smaller number of clubs will run for Year group bubbles. Changing facilities and activity areas will need to be zoned to keep year groups separate if more than one-year group has activities during the same session. A revised Special edition schedule of clubs at lunchtime/ after school will be issued with the guidance to parents in the first week back. No clubs and activities will run for the first cycle in September to allow staff to run through a cycle of lessons in their specialist areas and revise to assess of risk and possible additional prevention measures needed. From October 1st, before school clubs (gymnastics, AM School etc) and lunchtime clubs will commence. From 12th November, some 6th form extra-curricular activities will take place after school.</p> <p>Team/Contact Sports: People who play team sports can now meet to train together and do things like conditioning or fitness sessions but they must be in wholly separate year groups and follow social distancing guidelines. Teams could practise ball skills like passing and kicking, equipment sharing should be kept to a minimum and strong hand hygiene practices should be in place before and after. Physical contact with anyone outside of your household is</p>		

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			<p>not permitted, therefore playing of any games (small-sided or full) is also not permitted at this time. Team sports will be strictly non-contact. We will continue to play non-contact football and allow everyone to change in the PE changing rooms until further notice. Needs reviewing DAB/TCC</p> <p>Queuing for access to PE Areas: This should be managed so that one group is queueing against the Sports Hall wall whilst another Year group exits the building.</p> <p>Split Break-times Period 2: For KS3 lessons, period 2, students will need to come in early, have their break, return to the sports areas after break to get changed and evaluate their performances.</p> <p>Travelling to Far Field and Ingatestone Tennis Club via public routes is fine; they are outside and maintaining their group bubbles. TCC</p>		
Subject Risk Assessment: Science	Infection controls will be breached	M	<p>Movement around Labs: Students are allowed to pass each other in classrooms or labs. Students should sit side by side and facing front at science benches.</p> <p>Managing practicals, where teachers need to support students closely or in case of emergency, PPE should be worn and staff will have access to PPE grab bags in case of an emergency. Staff will need to build in additional time to account for restrictions and cleaning.</p> <p>Teachers need to assess the requirements for each practical in their lesson planning (e.g available equipment for that year group) and decide whether it can be safely managed as a class activity (pupils working individually, not in groups) or a demonstration. Demonstrations cannot be performed with students gathering around the teacher's desk. However, visualizers can be used allow students to see the demo from their working stations or can view this from their seat.</p> <p>There will be no practical work for the first two weeks back. The Head of Science will review what is practical after that. These are likely to follow the following guidelines initially and will be reviewed as guidance changes:-</p>		

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			<ul style="list-style-type: none"> • KS3: These will take the form of demonstrations only, not whole class practicals. Virtual and simulation experiments, using the new science website, plus other innovative resources will be employed. • GCSE: RPA (required practical activity) will be covered by demonstration/simulation or virtual experiments only with no whole class practical with virtual and simulation homework. Science website to be used to support knowledge. • PAG: A- level is a priority. Full class practicals will take place, with a full risk assessment in place, where necessary for course requirements, advised by HOS and agreed by HOD. <p>Long and complex multi-step practicals should be avoided, in the first term, apart from with very experienced pupils. To be reviewed in December.</p> <p>Practical which may need require more than one person (e.g. cracking or measuring reaction time). A microscale approach could be used instead or not be carried out if not at all possible to do with one person only.</p> <p>Fume cupboards must not be shared</p> <p>Practicals that require student saliva or involve breathing into a piece of apparatus should not be performed.</p> <p>Integrated instruction sheets can be useful for these types of lessons. See this Royal Society of Chemistry article for more about integrated instructions : https://edu.rsc.org/feature/improving-practical-work-with-integrated-instructions/3009798.article</p> <p>As students will have to work individually, some practicals may take longer to complete. Pupils could share their data after the practical if required. Please note that some time can be saved by having reagents pre-weighed or measured but technicians will need to be given plenty of notice to allow for this.</p> <p>Practical equipment will be setup at the pupil stations before the lesson by one or two members of staff and following social distancing rules. There must be time allocated at the start and end of lesson for setting up/clearing up. Equipment will be setup in trays by technicians before the lesson to help speed up setup and clearing away and to contain any spills. Once the practical has finished, pupils must tidy up their own equipment by placing all it back in the tray provided. They must also discard any waste in the container assigned for it (a container to place any broken glass will also be made available at their station) and place their eye protection in the</p>		

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			<p>container with Milton solution. Then the teachers / technician can clear away the equipment used.</p> <p>Practical equipment used will not require any additional cleaning, as long as students/users are reminded to regularly sanitise hands. Microscope eyepieces will however need to be sanitised using an antiseptic wipe (please do not submerge in Milton as this will damage the eyepiece and will have to be replaced).</p> <p>Teachers must keep their distance when observing the pupils as they work through the practical activity. This may raise concerns regarding H&S and competency of students to carry out the task without the intervention of the teacher. Therefore, teachers should carry out risk assessments for all activities before the lesson and take into account the competency of the students and adapt/change the practical accordingly or decide whether a demo would be more appropriate.</p> <p>Access to sinks will be minimised to emergencies only and there will be restricted movement of students outside the allocated working space aside from entering or leaving the room. If water is required for the practical it will be provided with the rest of the equipment.</p> <p>Sanitising Hands in Labs: Students must wash their hands as soon as they arrive to the labs and before putting on any eye protection or touching any equipment and they must do so again after they finish the practical and before leaving the lab. Students will use soap, water and paper towels as alcohol based hand sanitizer cannot be used in labs.</p> <p>Managing Emergencies:</p> <p>Small spills at workstations can be cleared up by the student (though they may need some guidance in this). Some paper towels will be provided for this purpose. Larger spills will need to be cleared up by staff, in these cases pupils should be evacuated from the room in an orderly fashion as you would at the end of a lesson before the spill can be dealt with.</p> <p>Any casualties must be dealt with without delay. In some cases, the casualty may be able to deal with her/himself under your instruction. However, when close contact is needed, staff may 'break' the 2m exclusion zone to provide IRM (immediate remedial measures). A PPE grab bag is provided for this purpose, where necessary. See https://blog.redcrossfirstaidtraining.co.uk/what-can-i-do-as-a-first-aider-at-work-or-in-public-during-the-coronavirus-outbreak?</p>		

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			<p>If IRM need to be provided under no circumstances the student must be taken outside the lab and into the prep-room or another empty classroom. IRM must be conducted within the lab where the incident occurred. After IRM has been applied the student must be escorted to the medical room by a teacher/member of staff. If an ambulance is needed, the student must remain in the lab and the school office must be notified straight away, First Aid alerted to attend and an ambulance called.</p> <p>An emergency pack will be made available for staff in each lab. Each will be stored near the eyewash station. The emergency pack will contain the following to be worn if there is a need for a member of staff to administer IRM: Disposable gloves, a fluid-resistant face mask (FRSM Type IIR), disposable plastic apron and disposable eye protection (face shield, safety specs or goggles), plastic bags for the disposal of used equipment and for any contaminated clothing, which should be removed and bagged to be laundered. These items should be stored in a clear sealed bag, marked for emergency use only.</p> <p>Management of prep rooms: Chemical and other stores should only be used by one person at a time. Please note that this may mean that we may only be able to have two technicians working in the Science department prep-room at one time. The storeroom inside S11 is to be used as a temporary Physics prep room.</p> <p>Students must not be sent out of a lesson to a prep-room to ask for equipment. This may can be avoided with careful lesson planning from teachers and by allowing enough time for advanced preparation from technicians.</p> <p>Traffic through Prep Room: Teachers could use the external doors (on in and one out) to the Teacher workroom and not walk through the prep room unless essential. A sign to be placed at the entrance saying "no entrance to staff and students beyond this point".</p> <p>Stools: Students can be asked to wipe the stool and any equipment they have used with the wipes provided. Teachers need to build time into planning to get this done at the end of lessons.</p> <p>PPE (Personal Protective Equipment) As we are currently unable to re-stock the 97 goggles that were donated to the NHS, we will plan accordingly to attempt practicals where current stocks will suffice. The curriculum will be adjusted accordingly to reflect this.</p>		

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			<p>Goggles can be made available on a rotation basis and be sanitised in time to allow them to be reused.</p> <p>Pupils should be reminded to wash their hands before putting on eye protection. Specs and goggles will need sanitising before and after EVERY use. To be sanitised they should be fully immersed in a Milton sterilising solution (follow Milton instructions) for at least 15 minutes, then rinsed off with water and allowed to air dry. Avoid drying with towels as this can cause scratches. UV based sanitising units are not recommended, as their effectiveness has yet to be proven. Once dry check for any damage and then return to use. The technicians will allocate a drying space for goggles and specs.</p> <p>The type of eye protection used will depend on what is needed for a particular practical. Teachers will have to carry out a risk assessment prior to the lesson. CLEAPSS Hazcards will inform whether goggles are required instead of safety specs.</p> <p>Each member of staff should have personal eye protection and be provided with non-alcohol based antiseptic wipes for cleaning through the day. If these are not available, they may be placed in the Milton sterilising solution provided at the workstation and a new sterilised pair can be made available. A washing up bowl of Milton sterilising solution (have enough Milton solution to cover all PPE) will be provided on exit from the lab for students to place their PPE in before leaving the lab so the sanitising process can start immediately.</p> <p>Gloves do not need to be used for completing practical work, in fact it is rare that they are actually needed however, if they are required, the correct type should be worn. Heat proof gloves are difficult to sanitise. Teachers should bear this in mind and amend the practical or consider a different practical for the lesson.</p> <p>Use of Face Coverings: Teachers are to follow the guidance school' risk assessment/staff handbook/ student protocol on the wearing and discarding of face masks. The school has suggested that staff may bring their own PPE if they wish. Masks can be homemade or bought ones but must be plain pale blue, white, navy or black. Please follow the WHO guidance issued by the school regarding their use and disposal and make sure that you have spare ones to hand.</p> <p>Lab Coats: If staff wish to wear their own lab coats, they can do so, however, they should not use shared lab coats. KHA</p>		

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Subject Risk Assessment: D&T	Infection controls will be breached	M	<p>D&T/Food Tech:</p> <p>Curriculum Adjustment/ Limited practical work will take place in small groups on rotation whilst the rest do theory work. The KS3 programme has been adapted to reduce practical and KS4 probably would not need to carry out any real practical work until the Spring Term. Students will still learn all the elements of Tech; Research/theory, Drawing and designing, Prototyping/Making and evaluating during this period.</p> <p>Staff supervising practical work, where close support with the student is necessary, in Technology, will wear face coverings.</p> <p>Seating Around benches: Is acceptable within their Year Group bubble. Students will sit side by side where this is possible, without compromising practical working.</p> <p>Cleaning of Equipment: Student will clean used equipment such as metal rulers, hammers, saucepan handles with wipes provided.</p> <p>Technician Support: For practical lessons, Peter Quinn, trained cover supervisor will support lessons and resources preparation. His time will need to be booked at least 3 days in advance by HOS with VGM to ensure whole school cover can be managed. He can also help clean surfaces and equipment</p> <p>Food Technology: Practical will be limited to a few students at a time and where possible will be delivered by demonstrations and use of the visualiser. Students will be encouraged to complete practical work at home for homework and take photos.</p> <p>http://dt.cleapss.org.uk/Resource-File/GL344-Guidance-on-practical-work-during-the-COVID-19-pandemic-D-T.pdf (July guidance)</p> <p style="text-align: right;">LMC/GTW</p>	24 th July	L
Subject Risk Assessment: Arts	Increased risk of singing, chanting, playing wind instruments or shouting.		<p>Music:</p> <p>More guidance from DFE expected. "shortly" Discussion so far:- There may be an increased risk where students are singing, chanting, playing wind or brass instruments or shouting. Activities such as these should consider social distancing, and playing outside where possible. Use amphitheatre, for example.</p> <p>Limit groups to 15 for practical work where possible.</p> <p>Pupils stand side to side or back to back to sing/play.</p> <p>No sharing of instruments</p> <p>Maintain good ventilation – all windows open Curtains/blinds to remain open in both rooms. Windows and doors to stay open. Projectors/bulbs will need to be replaced so that screens are still visible.</p>	Infection control procedures are compromised.	

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			<p>No large groups – choirs, ensembles etc outside Year bubbles. CXS to stay in B11, SCB in B15, no swapping of rooms/desks/computers. Rigid seating plans which are published centrally. Clear B11 and B15 of all amps, speakers, percussion trolleys, paper, books, etc. that are not needed for teaching and lock all in cupboards. Ukuleles, iMacs, electric guitars, bass guitars, electric drums or classroom pianos and other instruments need sanitizing No use of Music Office for storage. Students who receive instrumental tuition will need to carry their instruments with them or leave in lockers. No students allowed in practice rooms, unsupervised, to use classrooms outside of lesson times or small B15 cupboard. All resources displayed on board or given to students on Showbie/SMHW for them to print at home, if possible. No use of folders and student assessment sheets/grids to be kept by teacher. There may be a way of using these on Showbie. Investigate the use of books in Music for students to record ideas, notation etc. Students would need to be responsible for books and teachers will not collect. Will cost around £265 to supply all of KS3 Any equipment to be used must be set up before the lesson Performance work, if at all possible, should be limited to KS3 only. Singers and wind players at KS4 and KS5 would be excluded from class work so this should take place at home. Use of instruments limited to keyboards and ukuleles and only if they can be wiped down at the start and end of each lesson (further advice needed here) and be left on desks before lessons Time dedicated to cleaning at start and end of lesson. Boomwhackers for B15? Will cost £160 but are easy to clean and maintain. No percussion instruments to be used. Students could each be given a pair of chopsticks to enable chair drumming. Students are then responsible for their pair of chopsticks. Will cost £50 to supply all of KS3. AM school or other extra-curricular activities need to maintain the Year group bubbles. Composition work for all key stages can take place at home through the use of VIP Studio Sessions and Chrome Music Lab. KS5 should have access to Sibelius. Feedback to be given over SMHW or Showbie.</p>		

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			No peripatetic teaching in school for the first half term; this will be delivered to students virtually by the Music Hub staff. To be reviewed at half term. KS4 and KS5 work will focus on Listening and Appraising. Use of MAD TSHIRT. SMB		
Implementation of RSE Curriculum	The beginning of teaching of the RSE curriculum is delayed further.	L	Implementation is advised from September 2020 and teaching is expected to start teaching by the beginning of Summer Term 2021. Curriculum maps completed and on the website. New training modules on mental health and well-being has been released early www.gov.uk/guidance/teaching-about-mental-well-being NNH	10 th August 2020	L
Whole school approach to adapting the pastoral curriculum including: <ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes Preparing "Let's Talk Recovery" well-being curriculum Provision of pastoral support 	Students and staff will need enhanced support on return to school in order to support "catch up" and well-being under pressure and on-going concerns over health and safety.	M	The pastoral curriculum will focus on rebuilding relationships and engagement, teaching strategies to cope with issues arising from Covid 19, improving physical and mental well-being. The Achievement Team will work, in an enhanced manner, with tutors on the tutorial programme to make sure achievements, well-being, bereavement, isolation anxiety and issues surrounding huge topics such as death, fear, on-going control measures for health and safety are key aspects of the wider curriculum. Let's Talk Recovery needs to be written as a curriculum map for tutors. Can use module published by DFE for RSE curriculum? YLs/RDW Virtual assemblies used to reinforce these key issues SLT/Citizenship Assessment of need from external agencies assessed by PD team/Achievement Team and individual support plans put in place for those in most need of individual intervention. www.minded.org.uk provides support for peer support, stress, trauma, fear and bereavement. Supervision provided for key front line staff (YL, SLT, DSLs, SAM) and staff resilience hub www.covid.minded.org.uk RDW Liaison with the school nurse to provide an enhanced programme of support for resilience, mental health, well-being including anxiety, bereavement, sleep issues, complex health needs and supporting vulnerable students. Immunisations are booked and calendared. Flu vaccinations for Year 7s have been completed and HPV1 for Year 8 are completed with a further day booked to complete this. JLE/RDW	20 th September 2020	L
Whole school approach to assessment practice	Quality of written feedback to students is compromised as a result of lack of access to	M	Implementation of new assessment policy to ensure consistency of application CSP . Develop new and on-line assessment practices using new resources such as Showbie which allows voice notes and written assessment on-line. CSP/MRA	20 th September 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	books and time consuming electronic feedback.		Visualisers to be placed where students and staff can access them safely in the classroom so that work can be shared with the class for verbal feedback. Student to be allowed phones out in lessons only for the purposes of specific learning needs as instructed by the teacher. e.g to photograph work and e-mail to teachers in the lesson. Teachers can collect student work and take it home to mark On-line assessment training and review planned CSP		
Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	Breaches in protocols could lead to a compromise in infection control and the safety and well-being of staff and other students.	M	Behaviour Policy addendum on protocols and sanctions relevant to reopening during a Covid Pandemic has been added to Behaviour Policy These have been issued to all staff, students and parents and parents have been asked to work through these with students before they return. Attendance at school will assume parental support for the Anglo Agreement, student protocol and behaviour policy. On-line Reports and Bespoke behaviour plans in place for high-risk students Disciplinary powers remain in place. Where SEND students or CIC are at risk of PE, the LA and social worker should be informed respectively. www.gov/government/publications/behaviour-and-discipline-in-schools DAP	11 th October 2020	L
Managing Detentions in Year Bubbles	Behaviour Policy may be compromised by restrictions imposed by infection control measures. If these sanctions are not in place, behaviour may deteriorate.	M	We are going to use the departmental detention system to have numerous detentions for each year group and this will mean that we do not mix year groups in one room. This is run for the length of time that we have to keep the year groups separate and then revert to the usual system. A student will be assigned to a group, depending on the year group and the HoDs will then look after students from numerous departments. We will run a similar system for LLDs – see below. Senior detentions: S12 with social distancing and students spaced in Year groups. Referral Room: Capacity for 3 students. Student services have capacity for 2 students. SLT may be used to supervise at the back of lessons maintaining Year group bubbles. Detention rotas for staff have been written and published in advance. DAP/MJS	10 th August 2020	L
IT Technicians will not have access to classrooms whilst lessons are in progress. Students and staff will not have access to IT Office during the school day.	Lessons may be compromised by lack of IT technician access to classrooms. IT staff need sufficient time before /after school to	L	There is no access to the IT Office in B Block for staff or students. If staff call for assistance for IT equipment in a lesson, the IT Team will need to wait until the lesson/teaching day is over before entering the classroom. Service calls ITHelpDesk@aessex.co.uk would need to be raised for any issues and we have installed Microsoft Teams to all teaching machines for staff to contact us in an emergency to share their screen or send us a	10 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			username for a password reset, if this is absolutely necessary for the continuation of the lesson. Classes may have to be re-roomed or teachers need to adjust teaching plans if IT fails. New IWB have been installed in A6, A15, A16, A17, A18 B2, B11, B15, C25, D9, D10, E5, E7, E8, E9, E10, M3, M5, S12, S13, S1. Staff will be allocated (by Helen with your name on) an IWB pen to use on the IWB - these will be your personal responsibility VGM/MRA		
Extra-Curricular Clubs: Approaches are in place for the implementation of necessary protective measures e.g Year Group separation	Breaches in protocols could lead to a compromise in infection control and the safety and well-being of staff and other students.	M	Before school and lunch clubs started on 1 st October. Afterschool clubs for some year groups start on 12 th October. Breakfast service resumed on 8 th September to help students have a healthy breakfast and resume re-engagement with peers. Study Club will operate between 8am and 8.55 and 3.30-5pm to provide support with homework, support working parents and provide opportunities for additional support. Students will need parental permission to attend and will be registered in this additional bubble. Other extra-curricular activities will run where the protective measures including Year group bubbles can be maintained from 21 st September. Extra-curricular programme to be designed and advertised week beginning 21st September and started 1st October. Web page redesigned and updated. Programme advertised via bulletin. DAP	11 th October	L

16 CYP with SEND

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Approach to provision of the elements of the EHCP including health/therapies.	EHCP provision is compromised by distance and remote learning restrictions.	H	SENCO/SAs to maintain regular contact and students and review their experience through learning walks and by talking with students. SEND team to review student progress against Reasonable Endeavour Plan outcomes and update provision to address gaps in learning. SAs assigned to EHCP students to support learning and any remote learning from home during further periods of lockdown or self-isolation to differentiate materials and supply additional resources.	11 th October 2020	M

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			Discussion with health and therapies colleagues about risk assessments for intimate care and therapy and how this is going to be managed using PPE. We provided induction support for SEND students including working closely with parents to co-produce a plan, planned visits to school, social stories, additional hygiene measures. RDW Send consortium – providing training www.sendgateway.org.uk/training		
Protocols and Practice of Send Assistants			We will ensure that appropriate support is made available for students with SEND, for example, deploying SAs and enabling specialist staff from within and outside the school to work with different classes and year groups. Deployment of SAs to teach classes should not be at the expense of SEND students. We will provide additional support who display more challenging behaviours or social and emotional challenges arising as a response to lockdown. RDW	10 th August 2020	
Temporary Changes to SEND Laws/Annual reviews. Modifications to section 42 of Children and Families Act	Annual reviews need to take place on school site with parents and external agencies and yet we need to avoid having any additional visitors on school site.	M	Temporary changes to the law on EHC needs assessments and plans will remain in force until 25 th Sept 2020 and will not be extended beyond that point. The lifting of these temporary changes will be managed in a way that supports the needs of young people with SEND, and reasonable adjustments in place. RDW Face to Face reviews to take place in the Eurolounge or in the Registry Office where external visitors and parents do not need to enter the main school site, where virtual meetings cannot take place. Tables to be arranged for social distancing where possible. VGM/RDW Or parents to be given the option to continue reviews as planned but remotely and virtually by Zoom/Microsoft Teams. SENCO/SLT have access to a computer with a web cam to conduct annual reviews. VGM Risk assessments may continue to be used to reassess needs to return to school, co-constructing these with parents. They can also be put in place if a student has to self-isolate or have limited attendance.	20 th September 2020	L
Requests for assessment.	Time scales may be lengthened in waiting for assessments and support. On-site assessments will not be possible.	M	Assessment information will still be compiled and submitted from school according to original deadlines. Liaison with Essex SEND teams and parents to agree dates for assessment and reasonable deadlines	10 th August 2020	L

17 Attendance

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Approach to supporting attendance for all students.	Student become more vulnerable through poor attendance at school. Well-being and support for students not in school needs to continue alongside in school provision.	M	Attendance policy implemented consistently. Normal statutory attendance regulations apply from 1 st Sept: All students MUST attend, unless a statutory reason is granted. Duty of parents to secure attendance School responsibility to record attendance and follow up absence Availability of sanction, including FTPN Attendance officer to track those expected in school, those shielding and vulnerable and ensure that daily contact is made with a parent. HODs to track and assess work completion of those not attending and raise concerns with achievement team. Interaction with vulnerable students' parents to understand obstacles to attendance. DAP www.gov.uk/government/publications/school-attendance August 2020 www.gov.uk/government/publications/school-attendance/addendum 6th August	11 th August 2020	M
Guidance about students who may not attend school with Covid related reasons, where absence will not be penalised.	Students become more vulnerable through poor attendance at school. Well-being and support for students not in school needs to continue alongside in school provision	L	Those who may not attend school and marked with X codes, triggering remote learning provision will include:- <ul style="list-style-type: none"> • Self-isolating following public health advice • Those receiving a positive test results • Those in a household where someone has tested positive or has symptoms • Shielding patients or who have family members who are shielding as a result of clinical advice, with medical provided to the school in writing. • Local lockdown in their home/school area DAP 	11 th August 2020	L
Approach to attendance for those who are anxious:	Students become more vulnerable through poor attendance at school. Well-being and support for students not in school needs to continue alongside in school provision	M	Schools will put in place support to mitigate this anxiety: Vulnerable groups: previously clinically vulnerable, BAME, obesity and diabetes RDW Tutor/YL will discuss concerns and additional measures in place - we should accommodate additional measures – e.g. students can wear face coverings if anxious. The school will be clear that the student must attend school unless a statutory reason applies, which must be approved by the Headteacher. DAP	11 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Approach to support for parents where rates of persistent absence were high before closure.	PA students feel even more isolated and unable to return after a long break. Anxiety is heightened.	H	Attendance protocols to be maintained unless ECC advises to changes in protocol. Reintegration processes enhanced to provide additional reassurance and phased returns. Attendance Officer and DAP to maintain regular contact with families and attendance meetings to be conducted virtually if necessary. DAP	14 th July 2020	M
Approach to supporting attendance for Disadvantaged	The gap has widened further as a result of resources gap in lockdown, anxiety levels are higher, self-esteem even lower. Parents feel unable to help. Limited access to IT has led to further falling behind on curriculum. Additional cost of post	M	Additional appointment of a PPG Co-ordinator to oversee school strategy for intervention, challenge and a systematic strategic for improving progress and attendance. Enhanced plan in place to bridge the gap, raise levels of attendance and parental liaison. See SDP. SER/DAP	14 th July 2020	M
Students who are shielding:	Students become more vulnerable through poor attendance at school. Well-being and support for students not in school needs to continue alongside in school provision	M	Shielding advice pauses on 1 st August. Only affects those now who have immediate family with Covid 19, have symptoms, or a positive test result. Where students cannot attend school on the advice of medical professionals, the school must immediately provide work remotely. No penalty for this group Students with underlying health issues need to seek advice from health care professionals. DAP Need to make staff aware of this and ensure all work – class and homework is put on SMH/Showbie. Need evidence of clinical advice not to attend. Individual support plans to be written in September for those families at risk DAP	11 th August 2020	M
Local Lockdown	Students become more vulnerable through poor attendance at school. Well-being and support for students not in school needs to continue alongside in school provision	M	Need to make staff aware of this and ensure all work – class and homework is put on SMH. Need evidence of clinical advice not to attend. DAP	11 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Communication with regards to attendance	Advice and guidance is not clear leading to conflict between school and parents.	L	AES will communicate clear and consistent expectations around school attendance via the Anglo Bulletin in the August bulletin and again in September. JMG Students who are identified as potential school refusers have clear plans for support with re-engagement. See Attendance Intervention Log DAP Additional catch up funding, as well as the existing pastoral support and care given by the Achievement Team will be actioned to support the most vulnerable External support from external professionals, LA, charities will be deployed to support the school interventions where available. DAP	11 th August 2020	L
Recording Attendance		L	A new category and Code X has been added: Non-attendance – not attending in circumstances related to Covid 19. For students who:- <ul style="list-style-type: none"> • Contrary to guidance relating to the incidence or transmission of Covid 19 from Public Health England and /or DHSC • Prohibition by any legislation relating to the incidence or transmission of Covid 19. No parent will be penalised for following PHA or clinical advice for:- X Codes will be used for:- <ul style="list-style-type: none"> • Self-isolating whilst awaiting test results • 10 days’ isolation following positive result/onset of symptoms • Household is isolating • Close contact with someone who has symptoms or a confirmed case. • Quarantine having returned from abroad from a named area of concern. • Clinically extremely vulnerable with written confirmation of clinical advice or instructions to shield. • Local lockdown 	11 th August 2020	L

18 Communication

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Information shared with staff around the full re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Level of staff available to work is unknown or unclear or drops below that which is viable to re-open in September without external support/ cover.	M	Staff bulletin to continue to replace staff briefing. Staff consultation over re-opening via open questions collated by MJS, Staff Reps meeting and open e-mail feedback. HR advice and employability law guidance shared with staff. MJS/JMG/DAB	11 th August 2020	L
Full re-opening plans shared with governors. Governors are clear about their role in re-opening the school.	Less frequent meetings means decisions need to be prioritised. Support needs to be in place for School Leaders Governors must be assured of safety measures in place for staff and students and be able to effectively communicate this to stakeholders.	L	JMG/DAB to meet with COG and VCOG to brief them on re-opening plans. All governors issued with draft Risk Assessment JMG Safeguarding, Child Protection and SEND governor has met virtually with DSL and SEND Senior Link to discuss strategy, risk assessment and transition arrangements and feedback on any issues occurring during initial assessment period in September. RDW/SENCO	11 th October 2020	L
Communications with parents: <ul style="list-style-type: none"> • Plan for partial re-opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning <p>On-going regular communication plans determined to ensure parents are kept well-informed to changes in:-</p> <ol style="list-style-type: none"> 1) Attendance regulations 2) Uniform 3) Transport arrangements 4) Behaviour protocols 5) Track and Trace 6) Staggered start times 7) Management of self-isolation 	Parents need to be reassured of safety measures in place for a maximum cohort to benefit from re-opening. Plans for support and H&S need to be adequately communicated or they will not support the Face to face sessions in school.	L	Anglo Bulletin will be issued weekly to parents initially. Social Media used for sharing reminders/information/celebration of achievement. Reopening plans shared on 9 th July and feedback taken by e-mail/ Parent Forum Well-being and pastoral support advice and guidance included on every bulletin. Well-being plan to be published to parents in October, following initial assessment period RDW SLT continue to respond to parent concerns/ worries / questions by e-mail within 48 hours. Over 90 students/families have been identified as vulnerable who are anxious, disadvantaged, vulnerable, PA previous to Pandemic and disengaged and plans are in place for re-engagement. Zoom calls/e-mails to individuals who need additional support as part of the transition back to school completed but on-going. RDW Make contact with external services and social workers to ensure a plan for vulnerable families are in place. DAJ	11 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 	New timetables, social distancing rules, expectations re behaviour, dress and conduct must be communicated and enforced if Face to Face support is to be supported by teachers and parents.	M	Student protocols for behaviour, social distancing and travel have been revised for September and issued to parents and students in advance of reopening in July. A second bulletin with reminders will go out at the end of August. Anglo Bulletin sent weekly sent to all students/parents and LA once a week on a Tuesday. 1 st Day back plan to include a powerpoint presentation to all students during tutor period at the start of the day to ensure everyone is clear. Website contains all information on COVID 19 updates. DAP	11 th October 2020	L
Student Services Limited access to Student Services (behind a screen and at a 2m distance) may mean that students/staff do not report student difficulties to Pastoral Managers with the same frequency and low level matters may escalate	Students health and well-being may be compromised if they do not access support in timely fashion or staff cannot pass on key information	M	Studentservices@aesessex.co.uk launched to provide additional communication channels with pastoral staff and to limit access to this office to protect social distancing. DAP	11 th August 2020	L

19 Governors/ Governance

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Meetings and decisions taken re-opening are prioritised. Approach to communication between Leaders and governors is clear and understood.	Confusion, miscommunication and lack of frequent contact can mean the governors' roles and responsibilities are compromised. A lack of support and challenge in place for school leaders.	M	JMG/DAB briefed COG and VCOG about re-opening plans, their responsibilities and possible inspections and the proposed plans were agreed. 14 th July 2020 and will be reviewed in a half termly review meeting from then on JMG/DAB FGB received proposed Risk Assessment and ask critical questions of HTs by Zoom in July. Updated Risk Assessment sent in August to all staff and governors. JMG Safeguarding, Child Protection and SEND governor has met with DSL and SEND Senior Link to discuss strategy, transition arrangements and outcomes of assessment period in September. RDW	11 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	Insufficient meeting slots available to make timely decisions.		Additional virtual meetings organised as and when needed. JMG		
Governors are Prepared for start of the new year. Clerking arrangements in place. Governor Training Plan organised and Published for 2020-2021	Less frequent meetings mean decisions/agenda need to be re-prioritised. Support needs to be in place for School Leaders Governors must be assured of safety measures in place for staff and students and be able to effectively communicate this to stakeholders.	M	Items for discussion have been prioritised and Finance is meeting in June followed by FGB to discuss keep items and re-opening plans. School site visits not done during Summer Term but on-line meetings with key governors may take place with SLT. All meetings should be remote where they can be so. Site visits can resume in September but should be kept to a minimum: Any Face to Face meetings will take place in the Euro lounge during the school day. Governors training plan has been agreed on Sept 2 nd JMG	14 th July 2020	L

20 School events, including International Visits and Exchanges

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Recovery of Finance for 2020-2021 <u>School Trip Claims: Zurich</u> Following Government (UK and Scotland) announcements and action, for any school trip (foreign or domestic) that is scheduled to depart on or before the 24th July 2020 (coinciding with the end of the summer term), you will be covered for the unrecoverable or non-transferable cost of cancellation. If the trip is scheduled to start beyond that	Biology and Geography fieldtrips are planned outside this window. Can be postponed further or alternative local day field trips put in place. Cost may not be recovered from these visits.	L	International Office are keeping a spreadsheet of money received from insurance, travel companies and flight refunds. Refunds being issued to parents. All flights and most travel expenses have been recovered. Insurance claims in place – still awaiting many outcomes. Recovery of expenses incurred through partner schools being chased on a case by case basis. All visits up to and including March have been cancelled. Geneva been replaced by a virtual meeting with WHO in July. International Office continue to liaise with Insurance company See tracking spreadsheet. Current risk £18,648 (previously £6,360 at mid-July - now includes field studies visits in autumn term)	11 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
date, we need further consultation with Zurich to determine specific issues concerning trips commencing beyond that time and into the summer holidays.					
Field Trips	Financial risk of cancelling the visit with no refund.	M	These have now been cancelled in line with government advice and guidance published 21st August 2020. FSC has not responded to our urgent message asking about the autumn visits. The insurance company will not give us an answer on a claim unless we actually put in a claim. We have written to FSC and ask for a virtual meeting with the manager to find a way forward. These visits were booked prior to lockdown but take place after the July deadline for reimbursement.	20 th September 2020	M
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.	Next Academic Year Trips: Government advice regarding educational journeys may change as the situation develops, it is the case that Zurich will not be able to consider claims relating to trips which involve a departure date on or after 1st September at this time. Impicaiton for recruitment to our school if international offer cannot be fulfilled.	H	All exchanges cancelled for 2020-21 No domestic over-night and overseas educational visits can resume until further notice. Non-overnight visits can resume in September if it maintains Year group bubbles. Review of Day visits on calendar and review of international curriculum will take place Additional risk assessments section to take account of Covid 19 implications for every visit. JMG	11 th October 2020	L
Year 11 and Upper Sixth Prom	Due to gatherings of 6 or more bring forbidden and large gatherings being avoided, these cannot go ahead legally.	L	Both proms cancelled. Monies now fully refunded back to parents	11 th October 2020	L

21 Finance

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Additional costs incurred due to COVID19 are understood and clearly documented.	Forecasts and budgets need to be adjusted to account for these costs to the schools. Increased workload for Business Manager The restrictions now placed on these claims will reduce the amount of money we can claim back significantly leading to financial loss which needs to be accounted for on the 3 year budget plan.	L	Spreadsheet is tracking this VGM Financial forecasts, revised based on outcomes VGM Governor' Finance Committee informed VGM Claim to DFE for £73,000 – awaiting outcome for Covid expenses VGM The restrictions now placed on these claims will reduce the amount of money we can claim back significantly leading to financial loss which needs to be accounted for on the 3 year budget plan.	11 th August 2020	L
Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Increased workload for Finance Team	L	Additional costs being monitored centrally by VG/HTs Current liability spreadsheet Governor' Finance Committee informed Claim to DFE for £73,000 – awaiting outcome for Covid expenses VGM	11 th August 2020	L
Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Forecasts and budgets need to be adjusted to account for these costs to the schools.	L	Total Cost to date from Covid 19 is £94,072.25 . This includes:- Hygiene products, PPE, Medical supplies, Site adaptations, signage and tape, new telephone system, on-line resources e.g Showbie, IT equipment and cabling, trolleys, safeguarding training, FSM vouchers, loss of catering and lettings income. Governor' Finance Committee informed of loss of earnings VGM	11 th August 2020	L
Insurance claims, including visits/trips booked previously.	Forecasts and budgets need to be adjusted to account for these costs to the schools.	M	All in the process of being re-claimed Current potential exposure is £24,146 VGM Governor' Finance Committee informed	11 th August 2020	M
Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	Staffing remains viable Catering and cleaning supplies remain accessible.	L	Enhanced cleaning plan introduced RM fully returned Catering in house reviewed with adjusted offer VGM	11 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Covid 19 Catch-up Premium	The gap will widen further in terms of attainment and progress for disadvantaged students	H	AES should receive £90,000 to support this work. We have over-staffed English, Maths and Science, Art and there is a spread of 55 department support hours available to support students with the catch up curriculum. Still no money has been received however. First 25% due end of October	11 th October	M

22 Library and Resource Areas

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action																														
Environmental Risks are Mitigated: Room is adequately ventilated	Infection control measures compromised.	M	Room is ventilated by opening external doors regularly and when weather allows. Line markings on the floor show one-way system around library and safe distancing. Fire exits to be kept clear and clearly sign-posted, taking into account one-way systems in place. Checked by JMG/VGM 11/8/20	11 th August 2020	L																														
Social Distancing is observed	Infection control measures compromised.	H	Use of the library before school and after school is for study club members only The library will not be open at break-time The library will operate a lunchtime rota and there will be a maximum capacity of 50 students Chairs have been arranged seating is side by side and spaced as far as possible. Checked by JMG 11/8/20 <table border="1" data-bbox="1025 1193 1697 1375"> <thead> <tr> <th>Year 7</th> <th>Year 8</th> <th>Year 9</th> <th>Year 10</th> <th>Year 11</th> </tr> </thead> <tbody> <tr> <td>Day 1</td> <td>Day 2</td> <td>Day 4</td> <td>Day 2</td> <td>Day 1</td> </tr> <tr> <td>Day 3</td> <td>Day 5</td> <td>Day 8</td> <td>Day 3</td> <td>Day 4</td> </tr> <tr> <td>Day 6</td> <td>Day 7</td> <td>Day 10</td> <td>Day 5</td> <td>Day 6</td> </tr> <tr> <td>Day 9</td> <td></td> <td></td> <td>Day 7</td> <td>Day 8</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Day 9</td> <td>Day 10</td> </tr> </tbody> </table>	Year 7	Year 8	Year 9	Year 10	Year 11	Day 1	Day 2	Day 4	Day 2	Day 1	Day 3	Day 5	Day 8	Day 3	Day 4	Day 6	Day 7	Day 10	Day 5	Day 6	Day 9			Day 7	Day 8				Day 9	Day 10	11 th August 2020	L
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Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>One-way system in place in the library: Students will enter the library through Door A (In) and exit through Door B (out). (signage in place) Students must sign in on entry and must use hand sanitiser on entry and exit. This will be provided at each door. You may only enter the library once per session – there is no coming and going permitted. The library is only for silent study or reading. There is to be no general socialising or game playing. Collaborative work should be kept to a minimum due to social distancing and always in Year groups.</p> <p>Class visits for English library lessons will continue. For all other classes, books could be chosen in advance and delivered to classrooms or small groups allowed to visit, collect and return to classroom, arranged in advance with the librarians. JMG/DAB</p>		
Books and equipment are cleaned and sanitized to allow students to access resources.	Infection control measures compromised.	M	<p>If you have used a library book during your time in the library, please do not put it back on the shelf. Please use the box provided so that the book can be wiped after use. Students should only touch the books you really need to touch CSP If you use a computer, you will need to wipe the keyboard before use Sixth Formers need to use the William Tweed Library and the Study Room in E block. They may not use the Library for private study. The librarians are organising a system to help them if you cannot access the library but need a particular book or wish to browse our selection of books. More details on this will follow. RDW Returned books will be quarantined for 72 hours. If a book you want is in quarantine you can request it with the librarians</p>	14 th July 2020	L
PPE for Staff	Infection control measures compromised.	L	<p>Library staff deem the Perspex screen to be not necessary PPE grab bags to be available VGM</p>	14 th July 2020	L
Hygiene Protection Measures	Infection control measures compromised.	M	<p>Students to wash hands before entering and on exit of the library using hand-sanitizer. Day cleaner to clean door handles, and high-contact surfaces regularly. Students to bring minimal items to the library, leaving coats and bags in lockers where possible. No external visitors to the library permitted VGM</p>	14 th July 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Study Club	Infection control measures compromised.	L	Study Club runs before school from 8am – 8.45am and after school from 3:45pm - 5pm To attend Study Club, you must register and sign in You can only enter Study Club once per session – there is no coming and going There is a maximum capacity of 50 students – once it is full, it is full Study Club is for work, study and silent reading only. There is no game playing or general socialising allowed You must adhere to the general library rules outlined below CSP Staffing has been increased to support considerable numbers attending.	11 th October 2020	L

23: Assessment, Accountability and Inspection:

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
Ofsted inspections are suspended for the autumn term. They can still conduct an inspection of safeguarding concerns arise. Non-routine inspections will continue. Inspections will restart Jan 2021		M	Our inspection was due March 2021: This is likely to be delayed now. All documentation ready for day inspection SLT trained in Ofsted Covid Day visits and documentation prepared. JMG	11 th October 2020	L
Ofsted will visit a random sample of schools to assess how they are coping with re-opening: collaborative discussion, quality of curriculum, quality of remote learning resulting in a letter. No judgement given	This diverts SLT away from core purpose. Additional visitors on school site. Increase in anxiety for all staff and work-life balance compromised for SLT. Risk of reputational damage should the points for action be	H	JMG to prepare documents for visit SDP and SEF will need to be updated following results JMG SDP summary written for staff and governors – issued 1 st September. JMG Powerpoint explaining key foci produced for training day JMG SDP review and completion deadline of September 31st and published to governors in October and training on this follows in December. Potential rooming for Ofsted needs to be in place and Ofsted Checklist updated and completed. JMG/VGM Ofsted prepare to inspect schools for 1 day to assess impact of Covid 19 on the curriculum. See presentation on pilot inspections so far and what we need to do to prepare. JMG	11 th October 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
	explicitly critical of the school management Safeguarding concerns could lead to conversion to Section 5 – not decided yet!				
Accountability Expectations	Reputational Risk associated with outcomes. Ofsted grading may be affected by this.	L	Performance Tables are suspended for the 2019-20 academic year. Ofsted and DFE will refer to 2019 data. This has a reputational risk as the 2020 results were predicted to be higher than 2019. MJS	11 th August 2020	L

24: Exams and Assessments

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
GCSE & A Level: will take place with adaptations to “free up teaching time”	Broad and balanced nature of the curriculum in compromised. Confusion about what is to be examined	M	SLT links need to collate impact of the outcome of the consultation published 23 rd July/1 st August and support HODs make adjustments to curriculum offer for Year 11/U6. Decisions regarding choices of content will need to be shared with SLT links with the rationale for this decision in early line management. SLT Changes to syllabus and content for examination will need to be explained to parents with rationale. www.gov.uk/government/consultations/proposed-changes-to-the-assessment-of-GCSEs-as-and-a-levels-in-2021	11 th August 2020	L
Results Days	Infection controls are breached. Students do not feel supported when at their most vulnerable and in need of support with next stage of learning.	L	Results will be issued at 8am once the embargo is lifted. A Level day systems went very smoothly. Remote support will be offered to students with an adult present by Zoom. A small group of staff will be on-site to support those who need face to face intervention, providing they adhere to the control measures on site:- No one with symptoms or with a household member with symptoms should attend site. Hand and respiratory hygiene rules are adhered to.	11 th August 2020	L

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>Enhanced cleaning of areas used in place. Frequently touched surfaces cleaned regularly by the day cleaner. Social distancing observed in Registry Office, Sixth Form rooms or Euro lounge. Travel is minimised. Meetings are by appointment only and parents attending should not gather at entrances by move to reception where they will be greeted and escorted to rooms for meetings. 6th form entry decisions will be taken on the grounds of CAGs</p>		
<p>Autumn Term Exam series: The centre responsible for entering them in 2020 will be responsible for entering them in the autumn or making sure they have somewhere appropriate to sit the exam.</p>	<p>Could have ex-students on school site, as well as bubbled current cohorts. No space to run a full series without compromising the current curriculum</p> <p>Increased workload for exams/admin.</p>	<p>H</p>	<p>Impact of IB results on reputation, recruitment and students who are in danger of not achieving their placements next year. Evaluation and review with IBSCA in place. Report to be received by SLT and governors in September. IB results have been reviewed and many have been adjusted. Plan for rooming, invigilation and meeting costs of the exams needed. Guidance to schools re Autumn Series Management School and college responsibility for autumn exams guidance on public health arrangements for autumn exams, published 18th September. MJS reviewing with SS.</p> <p>Request for Centre Assessed Grade and ranking: We have agreed we will issue these on request and there will be no charge. A form will be issued following the request and all communication will come via MJS for checking.</p> <p>Appeal to the school: A student can appeal to the school to check for an error or complain about perceived bias. Our view is that they can only do this once they know their CAG so I will add the information to the CAG letter. They will be told that they can appeal on these two points and they should write back to me (acting for the HTs). No charge to the student. We then decide if we should pass on that appeal to the exam board – which we would do.</p> <p>Appeal to the exam board: A student can appeal to the exam board against our decision not to appeal on their behalf. 1 appeal in process.</p> <p>Entry for autumn exams: All of these exam entries will be resits and we usually charge for these as we have paid for the entry already. The exception is any Maths & English students with a grade lower than 3 in the</p>	<p>11th October 2020</p>	<p>L</p>

Control Measures	Risk to Implementation	Risk Level Pre-Action	Actions Completed to meet control Measure/ Action still needed in red	Action Completed Date	Risk Level Post-Action
			<p>retake class – we pay for these. Students to pay for the entry without Admin fee.</p> <p>We also don't know how much work this autumn series is going to be and the strain on resources, rooms, invigilators, access arrangement assessments, etc. Therefore, it has been agreed that we will not accept any private candidates for the autumn series – as it would cost the school.</p> <p>Management of examination under COVID infection controls: Papers to be handed out by invigilators wearing gloves. Students to place exam scripts in pre-labelled boxes (labelled by HOS) and not be collected by invigilators by hand. Invigilators to be given the option of wearing face coverings.</p>		