

## COVID19: Re-opening Risk Assessment and Action Plan

### Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school for the U4 and L6th, and ensure the school continues to operate in a safe way. This is a working document and will be amended over the remainder of the Summer term, and again in advance of the start of the Michaelmas Term.

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

- Health and Safety Policy
- First Aid Policy
- Child Protection & Safeguarding Policy
- Disciplinary Policy
- DfE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

### Steps of Re-opening Preparation:



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post- Action
Adherence to Government Guidelines	Government advice is being regularly accessed, assessed, recorded and applied.  Advice being disseminated to relevant staff, pupils, parents and Governors	Surfeit of information  Lack of clarity	M	DfE and Surrey County Council information sent directly to Headmaster and Bursar and circulated to relevant SLT and HoDs.  HMC, ISBA and AGBIS information disseminated to Headmaster and Bursar and circulated as appropriate.  Farrers and VWV advice disseminated by Bursar to relevant HoDs.  Governors and SLT have considered the relevant advice before decisions made for allow pupils to return to school.  Covid-19 adjustments are a standing item on SLT agenda  Governors, staff, pupils and parents regularly updated by Headmaster and Second Master	Ongoing	M/L

Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<p>Maintenance and Grounds Team have remained in work for the duration of lockdown so premises and utilities have been regularly checked by appropriately qualified staff. All areas will be re-checked prior to school opening.</p> <p>Only risk around specialist checks required for Legionella.</p> <p>Insurers not satisfied with the College's plans for opening</p>	L/M	<p>Estates Manager to ensure all areas re-checked prior to opening</p> <p>Beacon Water Treatment have continued to check water supplies throughout lockdown</p> <p>Bursar to seek confirmation from Marsh that all insurance cover remains in place</p>	<p>XX June 2020</p> <p>Ongoing</p> <p>XX June 2020</p>	L
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Office does not allow for adequate space between staff members, no windows for ventilation.</p>		<p>Staff desks in shared areas repositioned where possible and perspex screens installed for added protection.</p> <p>Staff working from home and/or working in office on a rota basis until necessary for full scale return.</p> <p>HoDs complete risk assessment for departmental areas identify additional safety measures required. RAs reviewed by Facilities Manager</p> <p>Staff reminded of need to keep areas well ventilated during the day.</p> <p>Doors of occupied rooms to be kept open to negate the need to touch handles. Staff</p>	<p>Completed</p> <p>Overseen by HoDs – ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

				reminded of need to close them when unoccupied for fire reasons	Ongoing – checked by Facilities staff	
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<p>Bottlenecks likely at various locations around the site.</p> <p>Social distancing unlikely to be maintained.</p>	M	<p>Communal areas reviewed by Estates Manager and Facilities Manager, and recommendations for movement by staff and pupils around school made to Bursar and Second Master.</p> <p>HoD (academic and support) asked to plan staff/pupil movement in their areas and include on Departmental Risk Assessments.</p> <p>One way systems implemented where necessary and signage in place accordingly. Staff and pupils briefed accordingly and reminded regularly.</p>	<p>Completed by 5<sup>th</sup> June</p> <p>Completed by 5<sup>th</sup> June</p> <p>Installed by 11<sup>th</sup> June</p>	L
	Use of entry keypads to spaces	Risk of cross infection from use of key pad	M	Keypad access control to some areas will need to be reviewed and if necessary doors propped open where security can be maintained. To be determined via localised Risk Assessments carried out by the Head of Department	Ongoing	M/L
	Consideration given to premises lettings and approach in place.	Facilities cannot be let and reassembled for school use with sufficient time for cleaning in between.	M	<p>Internal sports facilities all closed in line with Government guidelines</p> <p>No lettings currently planned for the remainder of school year – consideration being given to running external multi sports courses if Government guidelines permit</p>	<p>From 20<sup>th</sup> March</p> <p>Commercial Manager ongoing review</p>	L

	Consideration given to the arrangements for any deliveries.	Risk of infection from external delivery companies	M	<p>Catering deliveries – RA completed by Head of Catering with restrictions in place to minimise risks to staff</p> <p>Works Department deliveries – RA completed by Estates Manager to minimise risks to staff</p> <p>Main Reception deliveries – parcels not signed for in line with courier expectations. Post sorted using PPE (gloves) and either delivered to pigeon holes or collected by departments</p>	<p>XX June 2020</p> <p>XX June 2020</p> <p>XX June 2020</p>	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	Some evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	<p>Revised evacuation procedure developed by Facilities Manager &amp; Estates Manager for those areas occupied by U4 and L6 pupils. These are approved by Second Master and shared with staff and pupils.</p> <p>HoDs to consider this in their departmental risk assessments. Staff assigned to assist those pupils/staff with reduced mobility, and alternative cover in place if necessary.</p> <p>Pupils reminded each morning of actions to take in the event of the fire alarm sounding. Included in daily checklist issued to supervising staff</p>	<p>XX June 2020</p> <p>XX June 2020</p> <p>Daily</p>	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with Government guidance ( <a href="#">COVID19: Cleaning in non healthcare settings guidance.</a> )	Guidance is changed or updated and school unaware.	M/H	<p>DfE and Surrey County Council (SCC) updates carefully scrutinised by Bursar and Facilities Manager to ensure ongoing compliance with guidance.</p> <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p>	<p>Ongoing</p> <p>Ongoing – from 15 June 2020</p>	M

				<p>Hand towels and hand wash are to be checked and replaced as needed by Facilities Manager/ Assistant Facilities Manager/ domestic staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. A signed sheet, detailing when facilities last cleaned will be added to the open toilet facilities.</p>	<p>Ongoing – from 15 June 2020</p> <p>Ongoing – from 15 June 2020</p>	
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		L	<p>All domestic staff receive training on the College's cleaning standards on appointment at the College.</p> <p>Cleaning standards are monitored by Facilities Manager and Assistant Facilities Manager.</p>	<p>Done – on appointment</p> <p>Ongoing</p>	L
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser stations located at main reception, entrance to Dining Room, in Houses and at other key locations as deemed appropriate by Facilities Manager.</p> <p>Hygiene stations located in each classroom being used by U4/L6 pupils – these include gloves, paper towels, tissues, antibacterial wipes, hand sanitiser and bins. Contents checked daily by domestic staff</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and orders made from regular suppliers.</p>	<p>Ongoing – from 12 June 2020</p> <p>Ongoing – from 15 June 2020</p> <p>From 15 June 2020</p> <p>Ongoing</p>	L

	Sufficient time is available for the enhanced cleaning regime to take place.		M	Classrooms cleaned at the end of each working day (currently after 3pm)	From 15 June 2020	L
	Waste disposal process in place for potentially contaminated waste.		M	Communal areas cleaned regularly throughout the day depending on volume of traffic and accessibility	From 15 June 2020	L
				Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	From 15 June 2020	L
Classrooms	The number of staff and pupils that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group and a maximum of 25% of the year group in school at any one time		M	Designated classrooms for U4/L6 have been selected based on ease of access and size. In the first instance Mackinder will be used (13 classrooms) for L6 and key workers' children, then Maths Department (8 classrooms) for U4.  Maximum capacity has been determined as: Mackinder classrooms – 10 Maths classrooms – 8 (MA3 & MA8) or 9	1 June 2020	L
	Suitability of classrooms to minimise risks of cross infection		M	Classrooms selected with this in mind. Teaching staff asked to keep windows and door open (door wedge supplied) whilst in use by pupils.  Last teacher in the classroom responsible for closing windows and locking doors as no lockup staff on site.	From 15 June 2020	L
	Classrooms have been re/arranged to allow as much space between individuals as practical.		M	Chairs removed and stored in the corner of the classrooms. Supervising teaching staff asked not to rearrange desks.	8 June 2020	L



	Classroom entry and exit routes have been determined and appropriate signage in place.			<p>Only one entrance/exit to the classroom so teaching staff will supervise movement in and out of classroom to ensure social distancing.</p> <p>Circulation routes within the building designed to minimise contact between classes and ensure that social distancing can be maintained.</p>	<p>From 15 June 2020</p> <p>From 8 June 2020</p>	
	Appropriate resources are available within all classrooms e.g. IT, age specific resources.		L	<p>Pupils required to bring school/personal devices and all necessary stationery. Lined paper supplied in each classroom and teacher allocates to pupils as required during the day.</p> <p>Pupils asked to bring in fully charged devices and their own headphones to limit the need to charge them during the day. Extension leads (PAT tested) located around the classroom should it be necessary to charge an iPad/ laptop during break/lunch. Gloves provided in classroom for pupils to wear when handling extension lead.</p>	<p>Informed <span style="background-color: yellow;">XX</span> June 2020</p> <p>Informed <span style="background-color: yellow;">XX</span> June 2020</p>	L
	Resources which are not easily washable or wipeable have been removed.		M	<p>Printer located in each classroom and gloves provided so that staff/pupils can input their Follow Me printing code. Antibacterial wipes in each classroom for teaching staff to use as necessary.</p>	<p>From 15 June 2020</p>	L
	Information posters are displayed in every classroom, at the main		L	<p>Soft furnishings removed from classrooms where applicable. Antibacterial wipes provided for staff to clean desk and chair before new member of staff arrives for supervision.</p> <p>Age appropriate posters displayed in all classrooms being used.</p>	<p>From 15 June 2020</p> <p>From 15 June 2020</p>	L

	entrance, places visible to those at the school gate, in the staffroom and in all toilets.	No COVID19 information posters currently in place. Limited reminders/ awareness for children.				
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, nursing and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> <li>• Nurse (based in Medical Centre)</li> <li>• Designated Safeguarding Lead (DSL)</li> <li>• SENCO</li> </ul>	Nurses on furlough – would need to return one to work, with option to bring a second nurse back in the event of staff sickness	M	<p>All teaching staff have been asked if there is any reason why they could not return to work on 8<sup>th</sup> June. Subsequent confirmation sent to teaching staff explaining that teaching staff return to work had been deferred by the Government until 12<sup>th</sup> June.</p> <p>Support HoDs asked to consider staffing needs so that furloughed staff can be re-called. Precise staffing levels to be determined once pupil numbers confirmed</p>	<p>22<sup>nd</sup> May 2020</p> <p>26<sup>th</sup> May 2020</p> <p>From 8 June 2020</p>	<p>M</p> <p>L</p>
	Approach to staff absence reporting and recording in place. All staff aware.		L	Staff reminded of staff absence reporting requirements in Covid – 19 Back to Work Risk Assessment	Staff completed by <span style="background-color: yellow;">XX</span> June 2020	L
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	Staff become disengaged and reluctant to return to work	M	<p>HoDs asked to keep in regular contact with furloughed staff.</p> <p>HR Department sent out regular updates to staff on furlough keeping them up to date and providing wellbeing support</p>	<p>Ongoing</p> <p>Ongoing</p>	L
	Plans to respond to likely increased sickness levels are in place. Cover arrangements determined	Lack of available staff to cover	M	Significant majority of teaching staff confirmed that they were able to return to school in June. The number of pupils returning to school is	Staff return 12 June 2020	L

	(including designated safeguarding leads).			likely to be such that sufficient staff are available to cover supervision. Support staff can be unfurloughed to provide additional support if necessary	Pupil return from 15 June 2020	
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).		M	Staff are permitted to wear smart casual clothes that are easily washable.	Informed in letter from Second Master	L
	Approaches for meetings and staff training in place.		L	Meetings already taking place on Teams and Zoom – this will continue for summer term as not all teachers able to return to the College in June	Ongoing	L
	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		H/M	<p>Senior support HoDs have sourced supplies of PPE in preparation of pupils return.</p> <p>Specialist medical PPE in place in Medical Centre.</p> <p>Masks and gloves not recommended by DfE for teaching staff unless they are undertaking specific tasks. PPE would be supplied in these instances.</p> <p>Staff will be permitted to wear their own masks whilst teaching if they wish.</p>	Ongoing	M/L
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.		L	Remote learning programme to continue whilst U4 and L6 pupils are in school but this will be supplemented by pastoral provision and optional co-curricular provision. Learning will not be disadvantaged for those pupils unable to attend school in June	Confirmed	L

	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	Majority of support staff are furloughed	L	Where possible, roles will be redeployed to admin staff currently working in school rather than bringing back staff from furlough (e.g. signing pupils in and out).	Ongoing review – staff un-furloughed as deemed necessary	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>		M	<p>Staff are aware of available support and advice for both staff and pupils and have been regularly reminded of the range of services available to them.</p> <p>College Chaplain, Assistant Head: Pupil Welfare and College Counsellor will be available to provide confidential support to those staff and pupils in school and working remotely.</p> <p>Addendums issued to Behaviour Policy and Safeguarding Policy reminding staff and pupils of the College's expectations</p>	<p>Ongoing since lockdown</p> <p>Staff reminded of support in place for them and pupils</p>	L
	Arrangements for Covid-19 accessing testing, if and when necessary		L	Staff are aware that as Key Workers they can be tested for Covid-19 if they are displaying symptoms. Medical Centre staff able to advise on current provision available as this is likely to change over the coming weeks		L
	Return to school procedures are clear for all staff.		L	All staff returning to work (teaching and support) are asked to read the Covid-19 Back to Work Procedures and Guidelines and sign their agreement. This details their own responsibilities and that of the College	Issued to all staff in advance of their return	L

	<p>Arrangements to return any furloughed staff in place.</p>	<p>Significant number of staff furloughed.</p> <p>Complexity of determining who should return to school and at what stage.</p> <p>Uncertainty over what happens to the Job Retention Scheme in August</p>	M	<p>HoDs keeping in touch with furloughed staff and HR sending out regular communication.</p> <p>HoDs given advance notice of potential pupil return to school so that they can plan staffing levels accordingly</p> <p>Awaiting further clarification from HM Government so that staffing decisions can be made</p>	Ongoing review	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		L	HR maintain detailed records of contractual status of all staff. HR staff have been working full time since start of lockdown	Ongoing	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		L	HR staff have been working full time, initially remotely but now fully in the office. All processes that were in-train have been followed up.	Ongoing	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		L	HoDs asked to liaise with any planned visitors prior to their arrival on site. Check with the contractor any requirements their employer has specified before visit. Share College protocols.	Ongoing	L
Group Sizes	Class groups have been determined on the basis of small, consistent groups of pupils that can remain separate from other people and groups. Pupils grouped together based on Houses.		M	<p>Groups determined by Second Master based on confirmed pupil attendance collated from parental survey.</p> <p>Rota and room allocation determined by Second Master</p>	In advance of 15 June 2020	L

	Vulnerable and critical worker group sizes determined. NB: with peers where possible.		M	Only small number of critical worker children in school (max has been 7). Those in U4/L6 will be incorporated into groups of returning pupils and others will be supervised as usual, but moved to lower floor of Mackinder.	In advance of 15 June 2020	L
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.		M	Staff allocated to a specific group/room to minimise risk of cross infection. Staffing allocations allow for remote teaching commitments (carried out in another location/classroom), sickness etc.	In advance of 15 June 2020	L
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> <li>Staggered school drop off/pick up times and locations (if possible)</li> <li>Staggered or limited amounts of moving around the school/ corridors</li> <li>Classroom design</li> <li>Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> <li>Toilet arrangements</li> </ul>		H/M	Parents given a 30 minute window to drop off pupils  Pupils registered outside (use gazebo in poor weather) and asked to go directly to designated classroom.  One way traffic flow system in Mackinder and Maths Dept.  Lunch at different times for U4 and L6 One way system in Main Corridor with marked 2m waiting places; pupils directed through dining room by catering staff and either eat outside (weather permitting) or in Dining Room. Tables replaced with exam desks in Dining Room to aid social distancing compliance.  Mackinder and Quad toilets open for pupils. Rules about maximum number in at any one time. Compliance supervised by teaching staff at break time.	Planned and communicated in advance of 15 June 2020	M/L

	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Large number of pupils (approx. 100 U4 and 60 L6) use College transport which will not be operating – this will restrict access to the College for a number of pupils	M	<p>Parents advised in Headmaster's letter of 22<sup>nd</sup> May that only shuttle service running from Epsom station.</p> <p>Reminders about travelling to/from school will be sent with subsequent correspondence on return to school</p>	Letter sent <b>XX</b> June 2020	M/L
	Approach to avoiding pupils entering school congregating and breaching social distancing is in place.		M	On arrival, students move straight to designated classroom and sit at a table and wait for rest of class to arrive/class to begin. All pupils will be carefully briefed on the first day back and reminded on subsequent days.	Ongoing	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		M/H	<p>Handwashing and cleaning (if needed)</p> <p>Expectations outline in updated Behaviour Policy. Pupils reminded of rules and conversations held with parents for repeat or deliberate breaches. College sanctions applied in line with policy.</p> <p>Pupils of sufficient maturity to understand requirements so no risks assessments or individualised approaches needed for pupils who might struggle to follow expectations</p>	Ongoing	M/L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.		H	Pupils to remain in groups – no large gatherings planned for summer term	No action required	L
	Social distancing plans communicated with parents, including approach to breaches.		H	Included in follow up letter to parents asking for them to confirm whether their U4/L6 child is returning to school	Letter sent <b>XX</b> June 2020	M/L

	Arrangements in place for the use of the school grounds during break time and co-curricular activities.		H	Pupils able to walk around school campus during break time in small groups as long as social distancing maintained. Light touch supervision by teaching staff to ensure adherence. Director of Sport/ Head of Activities to organise co-curricular activities to ensure compliance with social distancing requirements.	Ongoing supervision from 15 June 2020	M/L
Catering	Arrangements in place to provide food to pupils on site	<p>The school kitchen has been semi-shut, only catering for a small number of pupils on site.</p> <p>All bar 2 Catering staff have been furloughed and others unable to return to work onsite from 12<sup>th</sup> June.</p>	M	Liaise with Head of Catering to re-open kitchen to provide hot or cold meals for pupils	From 15 June 2020	L
			M	Large number of catering staff and only small percentage of pupils on site. Likely to be sufficient resources to prepare food required.		L
	Arrangements for when and where each group will take lunch (and snacks) are in place so that children do not mix with children from other groups.		H	<p>L6th lunch during P4, U4 lunch during usual lunch break.</p> <p>Lunch served in Dining Room and then eaten outside, weather permitting. Teaching staff supervise pupils to ensure compliance with social distancing guidelines.</p> <p>Water and snacks delivered to Mackinder/Maths for distribution into classrooms by teaching staff supervising pupils</p>	From 15 June 2020	M
	Arrangements for food deliveries in place		M	Catering staff prepare food in kitchen and then deliver food to dining room	From 15 June 2020	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		H/M	<p>Senior support HoDs have sourced supplies of PPE in preparation of pupils return.</p> <p>PPE equipment supplied to staff in line with Government guidelines.</p>	Ongoing	M/L



				Specialist medical PPE in place in Medical Centre		
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action</li> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>Cleaning procedure in place</li> <li>Arrangements for informing parent community in place</li> </ul>		H	<p>Parents asked to confirm that they will not send their son/daughter to school if they are displaying any Covid-19 symptoms</p> <p>Staff reminded immediately to send any pupil displaying symptoms to the Medical Centre which will be fully staffed during the school day (8.30am to 4.00pm). Nursing staff informed at the time that a pupil has been sent to the Medical Centre so that they complete the necessary preparations.</p> <p>Pupils in that particular group are immediately relocated to another classroom and a deep cleaning of the original room is carried out.</p> <p>Protocol for informing all parents of possible case in the school, reminding them of symptoms to look out for prepared by Second Master in conjunction with Medical Centre. Government guidelines followed at all times.</p> <p>Follow up email to explain if suspected case confirmed or not as per Government guidelines.</p>	From 15 June 2020	M
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>Approach to relocating pupils away from certain parts of the school to clean, if possible</li> </ul>		H	<p>Pupils in that particular group are immediately relocated to another classroom and a deep cleaning of the original room is carried out.</p> <p>Protocol for informing all parents of possible case in the school, reminding them of symptoms</p>	From 15 June 2020	M

	<ul style="list-style-type: none"> <li>Cleaning procedure in place</li> <li>Arrangements for informing parent community in place</li> </ul>			<p>to look out for prepared by Second Master in conjunction with Medical Centre.</p> <p>Follow up email to explain if suspected case confirmed or not as per Government guidelines.</p>		
Pupil Re-orientation  Back into school after a period of closure/ being at home	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.		L	List originally collated by Mark Tobin. No changes expected	Ongoing	L
	Approach and expectations around school uniform determined and communicated with parents.		L	As no changing rooms open and pupils have option of undertaking co-curricular activities pupils will be permitted to attend school in regulation sports kit. Parents informed of this in letter from Second Master	Letter sent <span style="background-color: yellow;">XX</span> June 2020	L
	Access restricted to other areas in the school, and in particular Houses		M	Pupils will only be able to access certain specified areas of the College (classroom block(s), toilets, Dining Hall and College grounds). All other areas remain out of bounds. Pupils and parents informed of this in advance of the return to school	Included in daily reminders for pupils	L
	Changes to the school day/timetables shared with parents.		L	Remote teaching will continue as per current schedule which was revised at the start of the Summer term. No changes proposed to start and end of lesson times other than the change for L6, swapping lunch time and P4. Parents informed in letter from Second Master	Letter sent <span style="background-color: yellow;">XX</span> June 2020	L
	Pupils previously encouraged to bring their own refillable water bottles into school, making use of water fountains around the site		M	To avoid risk of infection pupils are provided with a disposable water bottle up to 4 times per day (roll call, break time, lunch and at the end of the day). Water fountains are not in use.	Included in letter sent <span style="background-color: yellow;">XX</span> June 2020 and daily reminders for pupils	L

	<p>Approach to preparing pupils for a return to the College and new social situations is developed and shared by all teaching staff.</p> <p>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.</p>	Not all staff will be able to return to school and approach must therefore be available to both staff in school and those continuing to work from home.	L	Staff well versed in communicating via Teams. Approach covered in staff training on 12 <sup>th</sup> June	12 June 2020	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		L	Staff and pupils have been frequently reminded of wellbeing support available to them via the Assistant Head: Pupil Welfare, College Chaplin and College Counsellor.	Ongoing	L
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Referrals to social care and other support</li> <li>• Vulnerable groups</li> </ul>		M	HMMs have remained in contact with pupils since the College moved to remote learning. Any concerned noted in CPOMS	Ongoing	L
Partial Re-opening	All students have access to technology and remote learning offer.		L	<p>U4 pupils all have a school issued iPad. L6 pupils asked to bring in their own portable device.</p> <p>Possible use spare iPads for those L6 pupils who do not have a portable device. This would need to be prearranged.</p>	Ongoing	L

	Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children – means fewer children in eligible year groups can return	L	Low take up to date – not expected to see an increase when U4 and L6 return for two weeks	To be monitored	L
Transition into new year group  What will need to be different this year because of COVID19?	Support for families and young people around transition.  Plan for transitions 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"> <li>• Vulnerable children</li> <li>• Children with SEND</li> <li>• School Leavers</li> </ul>		M	LS transition day currently under discussion but would adhere to government guidelines if goes ahead.  M4 Transition Day has been cancelled and parents informed accordingly. HMMs making contact with their new pupils and arranging a suitable face to face/video conference call to introduce the pupil to the house.  Term dates adjusted at the start of the Michaelmas Term to create additional time for Transition events and other induction programmes  Consider holding an event for U6 leavers to celebrate their time at the College	EGL to confirm  Ongoing  Staff informed 21 May 2020  Being considered	L
Safeguarding	Individual pupil's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups	Ongoing	M
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	Staff refresher training session on processes and procedures and the revised wellbeing material.	12 June 2020	L
	Updated Child Protection Policy in place.		L	Adopted Addendum to COVID19 Child Protection Policy	Issued to staff XX June 2020	L
	Work with other agencies has been undertaken to support vulnerable pupils and their families.		L	HMMs have remained in close contact with vulnerable pupils and have kept DSL informed at	Ongoing	L

				all stages. Information regularly updated on CPOMS		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		L	Remote learning offering has already been enhanced following pupil and parent feedback over Easter. Ongoing subsequent refinements have ensured that remote offering is of high quality. This will remain in place when pupils in U4 and L6 return	Ongoing	L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated		M	Director of Sport, Head of Activities, Director of Music and Director of Drama Manager responsible for preparing departmental specific risk assessments. Risk Assessments signed off by Second Master & Bursar	Ongoing	L
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that has been done</li> <li>capturing pupil achievements/ outcomes</li> </ul>		M/H	Staff are trained and supported in front of classroom delivery style and aware of how best to provide pupils with additional support.  Ongoing in-house training offered to groups of staff and individuals ensuring that training meets the particular needs of each members of staff  Department mornings arranged in school enabling staff to collaborate and share best practice. Overseen by Assistant Head: Staff Development	Ongoing	L/M
	Pupil behaviour policy reviewed and amended where necessary in line with the current circumstances.		M	Second Master issued amended Behaviour Policy to pupils and staff	Issued <b>XX</b> June 2020	L

Pupils with SEND	Approach to provision of the elements of the EHCP		L	<p>Only two pupils in school with EHCP. Head of Academic Support working closely with family concerned to ensure remote learning remains accessible.</p> <p>Additional device provided to pupil to assist with remote learning</p>		L
	Annual reviews		L	Only two pupils with EHCPs. One has been completed and the other is on hold but will be completed remotely	Ongoing by MM	L
	Requests for assessment.		L	Only one request since lockdown and this has been resolved. Head of Academic Support working remotely so can respond if further requests arise	Ongoing by MM	L
Attendance	Approach to supporting lack of attendance for pupils determined.		L	HMMs and Tutors check in with pupils regularly. Roll call taken every morning and absences followed up with pupils and parents by HMMs. Records kept.	Ongoing	L
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		M	<p>Staff consulted on remote learning provision over the Easter break and subsequently regularly updated about any refinements to the programme.</p> <p>Weekly updates sent out to teaching and support staff.</p> <p>Deputy Head Academic provides a weekly overview to teaching staff</p> <p>Comments on this Risk Assessment sought from teaching staff and relevant support staff and amendments made accordingly</p>	Ongoing	L

	Re-opening plans shared with governors.		L	Governors regularly updated by Headmaster and plans for re-opening discussed at Board meeting Chairman, Treasurer and Vice-Chair reviewed risk assessment before circulation to the full Board of Governors for comment and approval	20 May 2020	L
	Communications with parents: <ul style="list-style-type: none"> <li>Plan for partial re-opening</li> <li>Social distancing plan</li> <li>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> </ul>		M	Parents informed of possible re-opening for U4 and L6  Plans detailing the steps the College has taken to minimise the risk from infection and adhere to social distancing requirements circulated to U4 and L6th parents	22 May 2020  XX June 2020	L
	Pupil communications around: <ul style="list-style-type: none"> <li>Changes to timetable</li> <li>Social distancing arrangements</li> <li>Staggered start times</li> <li>Expectations when in school and at home</li> <li>Travelling to and from school safely</li> </ul>		M	Plans detailing the steps the College has taken to minimise the risk from infection and adhere to social distancing requirements circulated to U4 and L6th pupils  Pupils reminded of College's expectations in advance of their return to school.  Social distancing arrangements regularly reinforced	XX June 2020  XX June 2020  Ongoing	L
	On-going regular communication plans determined to ensure parents are kept well-informed		L	Letters, website updates, social media		L
Governors/ Governance	Meetings and decisions that need to be taken prioritised.		M	Virtual Governors meetings held during summer term.  Minutes taken and actions followed up.	Ongoing	L

	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.		M	AGBIS updates promptly circulated to Governors Headmaster/Bursar working closely with Chairman to ensure all Governors kept informed of the steps taken by the College and that they fully understand the responsibility of a Governor	Ongoing	L
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.		M	Medium to long term financial plans deferred until impact of Covid-19 clearer.  All meetings minuted and action points followed up at subsequent meeting	Ongoing	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		H	All school trips planned during the summer term or summer holiday have been cancelled in line with Government advice	Ongoing	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		M	Bursar and Director of Finance working closely to understand financial impact of Covid-19  Cashflows prepared by Director of Finance and reviewed by Bursar and Treasurer. Endorsed by Finance and Infrastructure Committee  Budget holders advised by Bursar to limit spend during summer term to essential items only or items related to remote learning	28 April 2020	L



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