



This framework has been produced to guide schools leaders in addressing current risks regarding Covid-19 and the reopening of schools, taking into account trade union guidelines [Link to Union Guidelines](#). Our expectation is that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. The aim of this risk management plan is to support Horizon schools in their preparation for this re-opening. This guidance is based on the assumptions that schools will re-open, attendance will be compulsory, and that children and staff will be required to adhere to a level of controls.

EMPLOYERS MUST PROTECT PEOPLE FROM HARM. THIS INCLUDES TAKING REASONABLE STEPS TO PROTECT STAFF, PUPILS AND OTHERS FROM CORONAVIRUS WITHIN THE SCHOOL SETTING.

The DfE has broken down its guidance into sections. We have detailed below each section, with the inclusion of further guidance regarding vulnerable people as well as testing and tracing procedures.

Schools **MUST** comply with Health and Safety legislation, which includes the requirement to assess risk and put in place reasonable control measures. The Government document has 9 systems of controls found on page 6. The guidance below covers all of the controls and is incorporated throughout the risk management.

Schools should assess how to stagger start and finish times, to reduce crowding and follow the associated risk assessments. This decision should be informed by the size and configuration of the school site, individual risk assessments and guidelines for safety.

This framework should be read alongside DfE and PHE Guidance; all the latest updates can be found here: [virus-outbreak/guidance-for-full-opening-schools](#)

[Policies that apply alongside this document: H&S Policy, First Aid Policy, Child Protection Policy, DfE Guidance, RIDDOR, The Health Protection Regulations, Public Health England](#)

Risk	Who may be at Risk	Controls Required	Additional Controls	Remaining tasks	Action by who and monitoring arrangements	Action by when?	Severity	Likelihood	
SCHOOL OPERATIONS:									
Risk: Buildings and Premises									
PREVENTION OF CONTRACTING AND SPREADING OF COVID-19	Staff Children Parents/Carer Visitors	<p>Follow and adhere to all risk assessments and the school specific risk management plan, communicating it as a "live" document to all stakeholders</p> <p>Minimise contact with those who are unwell or display symptoms</p> <p>Manage confirmed cases of COVID-19 amongst the school community - see reporting section</p> <p>Clean hands thoroughly more often than usual, regularly washing hands for a minimum of twenty seconds</p> <p>Practise good respiratory hygiene - the 'catch it, kill it, bin it' approach</p> <p>Enhanced cleaning - see cleaning section</p> <p>Minimise contact between individuals and maintain social</p>	<p>Engage with the NHS Test and Trace process Use Test and Trace Guidelines Test and trace</p> <p>Contain any outbreak by following Local Health Protection Team contacting and liaise any cases - advice https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Display 'Symptom Poster' in prominent areas Symptoms Poster</p> <p>Have class thermometers available to check temperatures in the event that a child displays symptoms, using the thermometer guidance</p> <p>Cleaning regime and adequate numbers of cleaning staff in</p>	<p>Use Covid - Response letter</p> <p>Schools to inform SW if they don't have sufficient staffing for cleaning roles - recruit a bank of supply cleaners</p>	EH/HoS/SM /COO	Organised and information disseminated by 9.9.20	5	2	

		<p>distancing wherever possible - see bubble management</p> <p>Only run breakfast and afterschool clubs if you can safely maintain the bubbles that the children are already in (possibly class or year group)</p> <p>Stagger start and finish times, but without reducing teaching time.</p> <p>Wear appropriate personal protective equipment (PPE) only when necessary</p> <p>Continue to develop remote learning curriculum alongside the taught curriculum in case pupils become quarantined or are subjected to another lockdown. - see shielding and vulnerable section also confirmed case section</p> <p>Adults to adhere to two metre social distancing with peers and children where possible; minimise contact to reduce the risk of possible direct transmission</p>	<p>place; enhanced cleaning schedule to be adhered to</p> <p>Wrap-around care to be introduced at school level, with separate risk assessments to support this</p> <p>See guidance school wrap around guidance</p> <p>HSE guidance PPE</p> <p>A set of expectations for this remote learning curriculum is included in the guidance.</p> <p>Avoid face to face contact and minimise time spent within one metre of another person</p>	<p>Planned curriculum to be updated to either Tapestry or the Google Classroom by Teaching Staff.</p> <p>Create Lockdown learning Plan</p> <p>Classes to be organised into Year group bubbles.</p>		<p>As required</p>			
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			Staff trained to complete all new inductions to incorporate covid information	COVid 19 procedures.		Prior to 9 th September 2020			
Risk: Fire and Evacuations:									
School specific		<p>Schools will have a test evacuation within the first two weeks of the school term, and will ensure that all children and staff are updated on any changes</p> <p>Evacuation Routes are confirmed and signage reflects the adaptations</p> <p>PEEPs adapted if necessary and buddy system in place</p>	Thorough communication with staff and children	Policy to be updated and disseminated to all staff. Staff to inform pupils on Wednesday 9 th September 2020	EH/HoS/SM	Prior to opening 9 th September 2020			
Risk: Bubble management and curriculum									
Social Distancing and Classroom Management	Staff Children	<p>Keep groups separate (in 'bubbles') and maintain distance between individuals.</p> <p>Determine appropriate group sizes:</p> <p>smaller groups are recommended but if class-sized groups are not compatible with offering a full range of subjects or managing logistics, look to implement year-group sized 'bubbles'</p> <p>When using larger groups, the other measures from the system of controls become even more important.</p>	<p>Plan communicated to staff and parents (including via the school website).</p> <p>Staff/children to stay in school groups throughout the day</p> <p>Keep separate welfare areas for staff, and increase cleaning of these areas</p> <p>Ensure where possible opportunity to distance for children and staff. Encourage one parent only to drop pupil off.</p>	School plan to be confirmed and websites updated. All risk management plans MUST be displayed on school websites if the school employs at least fifty members of staff (legal requirement)	EH/HoS		5	2	

		<p>Break and lunch times are staggered. Plans for social distancing during these times should be put in place. Consider bubbles having use of separate areas of the playground.</p> <p>Toilet to be cleaned regularly and guidance displayed on hygiene and space; groups to be ring-fenced to certain toilets</p> <p>Information shared with parents regarding pupils travelling to school. Walking to be encouraged; public transport to be avoided whenever possible.</p> <p>Children to be seated at forward-facing desks, sat side by side, with distancing in place</p> <p>COVID emergency kit in each bubble and training provided All first aid administered in bubbles, unless there is an emergency All staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable, if this is reasonably practicable. This must only be the case if classes are unable to have the</p>	<p>Admin Team to keep a daily register of bubbles to assist in the 'track and trace' process</p> <p>Lunch to be delivered to classrooms; or establish a rota for the use of use dining halls. School catering service to adapt a choice of hot 'grab and go' food.</p> <p>Use Covid cleaning regime cleaning regime</p> <p>Keep equipment separate in groups; cleaning record to be updated daily.</p> <p>Staff to maintain as much distance as possible with children were reasonably practicable - where staff</p>	<p>Class bubble cleaning material to be replenished when required</p> <p>Confirm enough cleaners available to ensure increased cleaning is taking place - if catering staff are running reduced menus - consider deploying to cleaning duties using the</p>	<p>WD/LN</p> <p>Teaching Staff - Classroom organisation and Management</p>	<p>Daily from 9th September 2020</p> <p>Organised by 9th September 2020</p>				
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	<p>same teacher/ teaching assistant</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently, meticulously and <u>always</u> between bubbles.</p> <p>Curriculum to be adapted to cover a broad curriculum focusing on the most important missed content, taking particular care in music lessons and PE lessons. These should be limited to small, consistent groups, and should be conducted outside where possible.</p> <p>All staff to receive updates on the adapted behaviour policy.</p>	<p>are concerned the school must use the reporting procedure</p> <p>Use online resource to teach "bubble protocols" Bubble resource for schools</p> <p>Signs to be displayed in all areas. Handwashing sign Hand sanitizer display 'Catch it, kill it, bin it' display</p> <p>Schools are encouraged to return to their standard uniform policies in the Autumn term. No additional cleaning of uniforms is required.</p>	<p>volunteer letter Possible re-organise or recruit</p> <p>Playground and lunchtime rotas/timings to be confirmed and communicated to school staff</p> <p>Individual pupil stationary packs to be in place.</p> <p>PE leads to organise PE equipment - CJ/DS</p> <p>Disseminated to staff - Training Day</p>	<p>Training Day 7th September 2020</p> <p>Prior to 9th September 2020</p> <p>Prior to 9th September 2020</p> <p>7th September 2020</p>				
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		<p>Improve ventilation, for example by opening windows. Air conditioning can be used if necessary</p> <p>Outside of the classroom: avoid large gatherings, e.g. assemblies.</p> <p>Stagger break and lunch times.</p> <p>School transport should follow the same controls as are in operation within school as much as possible.</p> <p>Visitors/contractors to the site should attend outside of school hours whenever possible. A record should be kept of all visitors.</p> <p><u>Office and Administration</u></p> <p>Communication should be effected through emails, text, and telephone whenever possible, with a view to minimising face to face contact.</p> <p>Staff should work from home (on a rota) whenever possible,</p>	<p>Schools can resume non-overnight educational visits - risk assessments will be required. Also separate travel risk assessments must be in place</p> <p>See HSE advice on air conditioning hse aircon and usage</p> <p>Plan how shared staff spaces are set up and used to help staff to distance from each other -Display signs to promote this and use form for any concerns</p> <p>Visitor Covid information pack email risk assessment to the visitor and ask to sign a copy</p> <p>Statutory email adopted to send to all visitors</p> <p>Ensure that all keyboards and computers are allocated to one person only and that they are cleaned regularly.</p> <p>Ensure anti-bacterial wipes are available for items that may be shared such as telephones or photocopiers</p>	<p>Virtual Assemblies to take place delivered by Teaching Staff/SLT</p> <p>DA to organise.</p>	<p>Weekly form 9th September 2020</p>				
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		<p>helping to keep minimal numbers of staff in an enclosed space.</p> <p>Ensure reception desks are protected by appropriate screens.</p>	<p>Only office personnel can be in the school; all enquiries to be communicated via the reception desk.</p>							
Risk: Support for Children with SEND										
		<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</p> <p>Schools should ensure that appropriate support is made available for pupils with SEND. Teaching assistants and specialist staff from both within and outside the school can work with pupils in different classes or year groups.</p>	<p>Individual schools to complete risk assessment for any vulnerable / SEND / EHCP pupils who may need restraint or personal care.</p> <p>PPE to be worn if intimate care is required. Use separate risk assessment and inform parents</p>	JM to complete	Class Teacher/ SENCo/ Assistant SENCo		5	2		

Risk: Maintaining Cleanliness							5	2	
<p>Cleaning and waste disposal</p>	<p><u>Cleaning Schedule</u> Enhanced cleaning regime is in place in line with the guidance: COVID19: Cleaning in non healthcare settings guidance.</p> <p>An enhanced cleaning schedule should be implemented across the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwashing facilities are to be checked and replaced / replenished as necessary, by Site Manager and cleaning staff</p> <p><u>Cleaning Supplies</u> Adequate stocks of cleaning supplies and facilities across the school site are to be maintained.</p> <p>Hand sanitizer to be available at the school entrances as well as in classrooms and public areas</p> <p>Bins to be in place in all classrooms (lidded whenever possible).</p>	<p>Cleaning teams to follow updated cleaning regimes and cleaning records completed (located in Horizon Covid Cleaning document)</p> <p>Handwashing regime in place before / after breaks / lunch / outdoor activities to maintain cleanliness.</p> <p>PPE to be worn by cleaning teams</p> <p>Government ebug posters displayed in classrooms and toilets</p> <p>Cleaning checklist to be produced and checked for daily stock level.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>All schools to ensure that cleaners have accessed the up to date training and signed the training log.</p> <p>Confirm schools have enough cleaning materials</p> <p>Ensure that sufficient tissues and cleaning equipment ordered</p>	<p>EH/HoS/DA</p> <p>Staff to ensure this is implemented</p> <p>DA to provide</p> <p>DA/ Admin Team to advise and order to be placed</p>	<p>Prior to the 9th September</p> <p>From 9th September 2020</p> <p>From 7th September 2020</p>				

Risk: Pupils/staff who are shielding or self-isolating and Wellbeing of all pupils									
		<p>Shielding advice for all adults and children will pause on 1 August. This means that the pupils who will remain on the shielded patient list can return to school, as can those who have family members who have been shielding.</p> <p>If occurrences of the disease rise in local areas, children (or family members) from that area, <u>and that area only</u>, will be advised to shield during the period where rates remain high and therefore may be temporarily absent.</p> <p>Parents / carers of some pupils who are generally under the care of a specialist health professional may need to discuss their care with their health professional before their child returns to school in September.</p> <p>Where a pupil / staff member is unable to attend school because they are shielding or self-isolating, schools must offer them access to remote education / work. Absence will not be penalised in these circumstances.</p>	<p>Follow updates on Public Health England</p> <p>Nominate a re-engagement team to liaise with parents and children with a view to dealing with mental health and wellbeing. The team will identify and work with anxious / reluctant children, and will work closely with external agencies and professionals</p> <p>Use the government mental health advice information Mental Health Support for pupils and teachers</p> <p>Ensure a flexible approach to shielding and vulnerable staff, offering alternative working arrangements where possible</p>	<p>Details on maternity and trust register of Shielding vulnerable - Trust Risk Assessments to be followed.</p>	<p>EH/HoS/ SLT</p> <p>Phase Leaders/PHS E Lead/ SENCo/ ASSistant SENCo/DSL</p> <p>Class Teacher for pupil education. SLT for Staff.</p>	<p>As required</p> <p>As required</p>	5	2	

Risk: Staffing, Wellbeing and Attendance									
Staffing		<p>It is expected that most staff will attend school.</p> <p>School leaders should be flexible in how those extremely clinically vulnerable members of staff are deployed to enable them to work remotely or in roles in school where it is possible to maintain social distancing.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p> <p>Some people with particular characteristics may be at increased risk from coronavirus. If people with these significant risk factors are concerned, school managers should discuss those concerns, explain the measures in place to reduce risks and try to accommodate additional measures where appropriate. This includes BAME staff.</p> <p>Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p>	<p>Inform and train staff in safety measures put in place to ensure a safe working environment.</p> <p>Create a register of spare staff, should illness / shielding occur</p> <p>Create an avenue for staff to raise concerns regarding Health and Safety and the practices in school</p> <p>It remains the case that those who can work from home should do so. School leaders should consider what is feasible and appropriate for non-teaching roles.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>If you need to alter the way in which staff are deployed to welcome back all pupils, you should discuss and agree any changes with individuals.</p>	<p>Homeworking policy adapted</p> <p>Form Introduced</p>	<p>EH/HoS/HR /SW/SM</p> <p>Delivery of Staff Information on measures put in place/ roles/ procedures/ Amended Risk Assessment s/Policies</p>	<p>Monday 7th September 2020</p>	5	2	

	<p>Schools should manage staff anxiety through well communicated channels, e.g. Talk@horizonacademytrust.co.uk Schools should consistently communicate expectations, processes and procedures for day to day operation, with a view to ensure everyone's safety.</p> <p>Schools should share information with parents on procedures, to eliminate mixed messages and frequently asked questions to members of staff, thereby reducing the need for close contact.</p> <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 in terms of their role in continuing to support the working of the school.</p> <p>Teaching assistants may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated,</p>	<p>Ensure that all staff are aware of the procedures for a potential outbreak and measures in place for testing and informing related parties</p> <p>Mental health and wellbeing remains a high priority - see the government advice here: Mental Health Guidance</p> <p>The DfE strongly encourages schools to consider hosting ITT trainees and there are some suggested roles listed in: ITT Information Volunteers may be used to support the work of the school, as would usually be the case.</p> <p>Mixing of volunteers across groups should be kept to a minimum, and they should remain two metres from pupils and staff whenever possible.</p>	<p>DO ITT RA</p> <p>Do Volunteer RA</p>	<p>Information sent to Staff from SW/SH</p> <p>Induction Policy with updated COVID procedures</p>	<p>Summer Term 2020</p> <p>Monday 7th September 2020</p>			
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		<p>teacher. Any redeployments should not be at the expense of supporting pupils with SEND.</p> <p><u>Recruitment</u></p> <p>Schools should continue to recruit remotely over the summer period or through appropriately socially distanced interviews.</p> <p>When recruiting, schools must continue to adhere to the legal requirements regarding pre-appointment checks.</p> <p>During the summer, safeguarding checks can be carried out remotely. From the start of the Autumn term checks will revert to being carried out in person.</p>	<p>Ensure that any deployment of staff is communicated and agreed, taking into account the staff member's ability</p> <p>All pre-appointment checks must be completed prior to the employee starting. Guidance is available here: safeguarding and recruitment</p>	<p>RECRUITMENT GOOD PRACTICE GUIDE FOR HoS and Executive Head</p>						
Risk: Premises, Facilities and catering										
		<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 • Kitchen equipment 	<p>Schools should not plan to deliver any of their education on other sites.</p> <p>All the usual pre-term building checks should be undertaken prior to the start of the autumn term.</p>		EH/HoS/SM /COO	Daily practice	5	2		

		<ul style="list-style-type: none"> • Grounds maintenance (including grass cutting) • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections 	<p>In classrooms, it will be important that schools improve ventilation, (for example, by opening windows).</p> <p>Kitchens should be fully open from the start of the autumn term, and normal legal requirements will apply regarding the provision of food, including free school meals and universal free school meals.</p>						
Risk: Outbreak of Virus - Testing/Trace and Inform									
Clean and Inform:		<p><u>Approach to a suspected COVID19 case in place: during school day</u></p> <p>Isolate, clean and Inform: Staff to be made aware of the ICI (Isolate, Clean and Inform) document and follow the guidelines when there is a suspected case.</p> <p>Isolation rooms to be communicated to all staff and training given for a suspected outbreak (ICI)</p> <p>Deep clean to take place after the suspected outbreak, by trained personnel wearing appropriate PPE.</p>	<p>Isolation rooms should be equipped with a telephone, FA equipment, a Covid-19 emergency kit and an opening window if possible</p> <p>All waste to be double-bagged and disposed of from classroom (by staff wearing PPE).</p> <p>Letters should be issued to staff and parents/carers regarding next steps</p> <ol style="list-style-type: none"> 1. Confirmed case 2. Suspected case 	<p>Test and Trace information followed Test and trace</p> <p>ICI Document to be adapted and developed to suit each setting</p> <p>Set of letters to be agreed to send to staff parents and Trust leaders</p>	EH/HoS/SM	From 7th September 2020	5	2	

		<p>If there is a suspected case, staff members should follow the guidelines in terms of:</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 parents / carers in place <p>Arrangements for accessing testing, if and when necessary, are in place. Staff to be clear on the guidance in respect of their returning to work.</p> <p><u>Approach to confirmed COVID19 cases in place: outside of school hours</u></p> <ul style="list-style-type: none"> • Approach to relocating children and staff away from certain parts of the school, to enable appropriate cleaning to take place • Cleaning procedure in place • Arrangements for informing parents / carers in place <p><u>Approach to a confirmed COVID19 case in place:</u></p> <p>When a child, young person or staff member develops</p>	<p>Each class group should have a breakout area, to set up new class</p> <p>Communicate confirmed cases to staff and parents, issuing the guidance on isolation and testing contained here: test and trace</p> <p>In the event that the child, young person or staff member tests negative, they can return to their setting and their fellow household members can end their self-isolation</p>	<p>Letter to inform parents to track and trace document pg 7</p> <p>A letter should be issued, providing information about the government's stay at home guidance: Stay at home guidance</p> <p>Isolation Room identified</p>	<p>Parents informed of procedures through powerpoint</p>	<p>Summer Term 2020</p>			
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symptoms they should be sent home and advised to self-isolate for seven days. Their fellow household members should self-isolate for fourteen days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to access that testing in this scenario.

Where the child, young person or staff member tests positive for Covid-19, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for fourteen days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Communication	Staff	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.		Staff Training powerpoint on changes to be delivered on the Training Day	EH/HoS	7 th September 2020			
	Governors	Governors consulted on full opening plans.							
	Unions	Union representatives consulted on full opening plans.		All new and amended documentation to be sent to the Governing Body		As soon as prepared			
	Parents	Communications with parents on the: Plan for full opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning Attendance Uniform Transport Behaviour Test and trace		Parent information to be sent		Summer Term 2020			
	Children	Staggered start and end times Expectations when in school and at home (if self-isolating is necessary) Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home (if self-isolating is necessary) Travelling to and from school safely		Safety information/ Expectations/p rocedures to be delivered by Class Teachers		Wednesday 9 th September 2020			

Other documents:

1. *Early Years Guidance*
2. *ICI Document*
3. *Wellbeing Factsheet and TALK Information*
4. *Symptoms Chart/Handwashing posters/Hygiene Posters*
5. *Covid Secure Document*
6. *Trust Covid Policy*
7. *Covid Response Guide*

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	5
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	SEVERITY (CONSEQUENCE)					

Summary	Suggested Timeframe	
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so