



COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Merchant Taylors' School, Sandy Lodge, Northwood, Middlesex, HA6 2HT

OWNER: Head Master

Date Created: 20th May 2020

Signed off By Governors on: 3rd September 2020

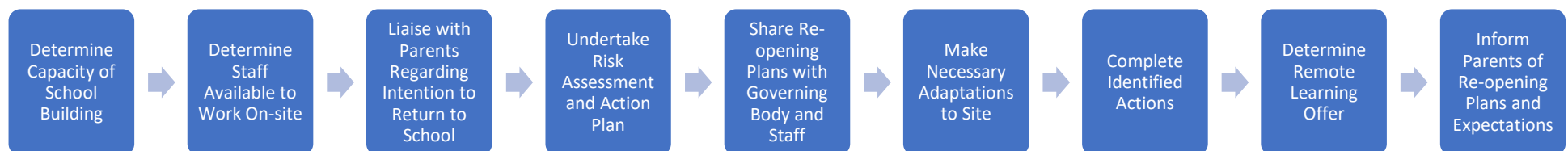
Amended Dates: 28th July, 5th August, 21st August, 25th August, 2nd September, 18th September, 13th November, 5th January ('21) 21st January, 3rd March, 20th April, 4th May, 17th May, 6th September

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'
- MTS LFTC Risk Assessment 2021

Steps of Re-opening Preparation:



Introduction.

This risk assessment has been specifically created to deal with the increased risk of operating Merchant Taylors' School during the COVID-19 Pandemic. It recognises the risk of spreading the COVID-19 virus and contamination across the site and outlines the measure taken to mitigate those risks. Those at risk include Employees, pupils, contractors, pregnant workers, disabled persons and persons with limited mobility.

The Government has produced ongoing guidance which the School will continue to adhere to, and learn from, in order to offer the best possible level of care to its pupils, parents and staff: [Schools COVID-19 operational guidance - GOV.UK](https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance) (www.gov.uk) The detail of these procedures is outlined in this document. However, Appendix A offers the School's COVID Outbreak Management Plan which offers a bullet point summary of the key points.

All reasonably practicable steps have been considered in the creation of this document and these will be monitored, reviewed and amended whenever required and as deemed fit by School Senior Leadership and the School's Governing Body.

While the School will do all it can to provide a safe environment for the education of the pupils in line with government requirements and guidelines, it is dependent on all related parties, including parents and staff, playing their part both at school and away from school. We work in partnership and anyone who fails in this regard puts the entire school community at additional risk.

Duncan Eggar, Chairman of Governors

Simon Everson, Head Master

September 2021

Preparing Buildings and Facilities	4
Emergency Evacuations.....	10
Cleaning and waste disposal.....	11
Classrooms.....	15
Staffing.....	16
Group Sizes	23
Social Distancing.....	23
Catering.....	25
PPE	27
Response to suspected/ confirmed case of COVID19 in school	28
Pupil Re-orientation	30
Transition <i>into new year group</i>	30
Safeguarding.....	33
Curriculum / learning environment.....	34
Pupils with SEND	35
Attendance	36
Communication	37
Governors /	38
Governance.....	38
School events, including trips	39
Finance.....	40
Transport	41
Appendix A – MTS COVID Outbreak Management Plan	44

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Responsible Personnel or Action Completed Date	Risk Level Post-Action
<p align="center">Preparing Buildings and Facilities</p>	<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 • Tree safety • PAT testing • Fridges and freezers • Boiler/heating/HVAC servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p align="center"><i>Buildings Manager is unavailable</i></p>	<p align="center"><i>H</i></p>	<p><i>Buildings Manager has ensured all statutory testing and servicing across all buildings including OMT War memorial Clubhouse is current. Fire alarms tested and recorded weekly. Buildings Supervisor to deputise</i></p>	<p align="center"><i>Buildings Manager</i> <i>Since 23rd March '20 and ongoing. Processes reviewed January 2021 and August 2021.</i></p>	<p align="center"><i>L</i></p>
		<p align="center"><i>Site has been partially closed for prolonged period – Not relevant to this update</i></p>	<p align="center"><i>L</i></p>	<p><i>Grounds and Gardens teams maintained the site to a satisfactory standard.</i></p> <p><i>Use of Carbon Dioxide monitors available to monitor air quality and ventilations</i></p>	<p align="center"><i>Grounds Manager</i> <i>Since 23rd March '20 and ongoing. Processes reviewed January 2021.</i></p>	<p align="center"><i>L</i></p>
		<p align="center"><i>Disruption to communications and essential IT services</i></p>	<p align="center"><i>H</i></p>	<p><i>IT department ensured all IT/AV and internet services are functioning correctly. IT Manager lives on site enhancing response time.</i></p>	<p align="center"><i>IT Manager / Deputy Head Information Systems</i> <i>Since 23rd March '20 and ongoing. Processes reviewed January 2021 and August 2021</i></p>	<p align="center"><i>L</i></p>

		<i>Lack of Skilled Labour</i>	<i>M</i>	<i>Alternative suitably trained personnel sourced when required – e.g. when managing pool plant.</i>	<i>Support Staff HoDs Since 23rd March '20 and ongoing. Processes reviewed January 2021 and August 2021</i>	<i>L</i>
		<i>Food remains in the freezer / fridge</i>	<i>M</i>	<i>Catering Manager managed fridge and freezer stock – Food that would have been wasted was donated elsewhere. Additional donations links established during December 2020.</i>	<i>Catering Manager Since 23rd March '20 as required.</i>	<i>L</i>
		<i>Essential services disrupted and unavailable to support teaching and learning following lockdown.</i>	<i>H</i>	<i>Carry out regular testing and a full pre-opening premises inspection.</i>	<i>Buildings Manager</i>	<i>L</i>
		<i>Water hygiene compromised.</i>	<i>H</i>	<i>Water treatment contractor and in-house Buildings Manager has confirmed all systems are in a safe condition and certified the water supply is safe before buildings are occupied.</i>	<i>Buildings Manager Ongoing and regular testing remains in place throughout.</i>	<i>L</i>

				<p><i>Catering Manager ensures catering areas are fit for purpose. Hazard Analysis and Critical Control Point (HACCP) system reviewed and updated.</i></p> <p><i>Skeleton staff in place to provide a scaled back catering service during Spring Term 2021 lockdown and during Summer Break '21. Additional presence in catering department areas prior to start of term to ensure all areas and equipment remain serviceable and clean.</i></p>	<p><i>Catering Manager completed 31st August 2020</i></p> <p><i>January 2021 And September 3rd – 5th 2021</i></p>		L
	<p>Office/Work spaces re-designed to allow office-based staff to work safely.</p>	<p><i>Certain offices and workspaces do not allow for adequate space between staff members, no windows for ventilation.</i></p>	M	<p><i>Workspaces reconfigured and office staff desks repositioned where possible.</i></p> <p><i>Where applicable, staff to work from home only if practical to do so – A return to normal 'onsite' working practices to be encouraged from September 2021.</i></p>	<p><i>Initial work completed by 2nd September 2020. We remain flexible to respond to future changes and additional requests as staff and pupils return and as the guidance in response to the Pandemic</i></p>		L

				<p><i>Use of windows for natural ventilation and fresh air encouraged. Any non-operating windows in teaching spaces and workspaces rectified.</i></p> <p><i>Air conditioning units to be set with the louvres at a horizontal position. This will ensure a wider covering of cooler air helping to smother air borne droplets/particles to ground level.</i></p> <p><i>Use of screens to separate workspaces and physical barriers in place where required.</i></p>	<p><i>continues to evolve.</i></p> <p><i>All Staff / Buildings Manager</i></p> <p><i>All Staff / Buildings Manager</i></p> <p><i>Buildings Manager by request from HoDs</i></p>	
	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing where possible are in place. As of 17th May 2021, the school will no longer be enforcing the use of the one-way system. Signage to be removed.</p>	<p><i>Bottlenecks likely at entrances into school. Social distancing unlikely to be maintained.</i></p>	M	<p><i>Signage in place as required.</i></p> <p><i>Controlled/Staggered movement of staff and pupils. Year Group Bubbles had been established but are now disbanded.</i></p>	<p><i>Print Room staff. Signage rolled out across site during w/c 17th August 2020. Signage removed week commencing 17th May 2021 Year Group bubbles no longer required from</i></p>	L

					Start of Autumn Term.	
	Consideration given to premises lettings and relevant approach in place.	<p>Many sporting governing bodies restricted activities – We cannot hire out to these activities until restrictions lifted and authorised to do so by governing body.</p> <p>Special consideration given to elite athletes under Government guidance.</p>	<p>M</p> <p>L</p> <p>L</p>	<p>Opportunities to increase Lettings activity will be taken when appropriate to do so, adhering to Government and sporting governing body advice.</p> <p>Currently all outdoor sport can take place for children and adults. Indoor sport is allowed for children, with adults eligible from 17th May '21.</p> <p>While lettings taking place outside are currently being managed effectively and safely, consideration must be given to any internal lettings taking place during the evenings and weekends – No lettings to take place during School hours.</p>	<p>Since 23rd March 2020 and ongoing as required.</p> <p>Lettings Manager</p>	<p>L</p> <p>L</p> <p>L</p>

				<p><i>Additional cleaning is in place in the swimming pool.</i></p> <p><i>QR Codes are available to all outdoor sporting groups as well as swimming pool users.</i></p>		
	<p>Consideration given to the arrangements for any deliveries / post</p>	<p><i>Contamination from packages / persons</i></p>	<p>M/L</p>	<p><i>Physical distancing at delivery – Couriers are now used to dropping parcels at a distance.</i></p> <p><i>Use of Hand Sanitiser promoted and encouraged.</i></p> <p><i>School post to Be sent from the Head Porter’s Office opposite the 6th Form Common Room. Standard post to be collected from personal or departmental pigeonholes. Parcels to be collected from Gown Room</i></p> <p><i>Postal worker and Couriers Drivers are known by those staff operating the goods in depot and for track and</i></p>	<p><i>Since 23rd March '20 and Ongoing Head Porter.</i></p> <p><i>Handling of postal deliveries revised in January 2021</i></p>	<p>L</p>

				<i>trace COVID-19 purposes.</i>		
Emergency Evacuations	<p>Any changes to evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of any social distancing guidelines.</i></p>	<p><i>Temporary evacuation routes may be unfamiliar to staff and pupils</i></p>	<i>M</i>	<p><i>Where required, revised temporary evacuation routes and procedure in place and shared with all staff and children.</i></p> <p><i>The evacuation point is now along the Long Drive rather than the Main Quad.</i></p> <p><i>All new pupils who started in September 2021 will be advised on evacuation processes on the first day of term and an evacuation drill will be scheduled early in the Autumn Term to give pupils practical experience with the process of evacuating, registering and re-entering the School.</i></p> <p><i>Servicing schedule to fire doors maintained throughout lockdown.</i></p>	<p><i>Buildings Manager. Assistant Bursar / AFCC</i></p> <p><i>Second Master / Buildings Manager</i></p>	<i>L</i>

<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance. (Updated 19 July 2021)</p>	<p><i>Lack of cleaning materials and supplies.</i></p> <p><i>Lack of adherence by cleaning staff and lack of auditing standards by cleaning supervisors.</i></p>	<p>H</p>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Additional day time cleaning staff introduced</i></p> <p><i>Hand wash facilities are checked throughout the day and stock replenished as needed by cleaning team.</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush is implemented.</i></p> <p><i>Day and Evening cleaning teams received a return to work briefing in September 2020 given by the Head Porter following his own refresher training</i></p>	<p><i>Head Porter / Cleaning Supervisors</i></p>	<p>L</p>
---	--	--	----------	---	--	----------

				<p><i>with AFCC. Cleaning teams to be reminded again of the key points in September 2021</i></p> <p><i>Shared use of OMT War Memorial Clubhouse to be agreed by relevant OMT and School parties and appropriate cleaning regime in place to support activities as required.</i></p> <p><i>Spot checks on cleaning effectiveness made via AFCC. Swabs taken using Spot-check Plus, Pro Clean and UltraSnap swabbing equipment.</i></p>		
	Capacity of cleaning staff is sufficient to enable enhanced cleaning regime.	<p><i>Insufficient numbers of trained cleaning staff.</i></p> <p><i>Lack of cleaning materials and supplies.</i></p> <p><i>Lack of supervision to ensure standards reflect recommended best practice.</i></p>	<p><i>M</i></p> <p><i>M</i></p> <p><i>M</i></p>	<p><i>Additional COVID-19 enhanced cleaning procedures training provided by AFCC and Head Porter. Use of fogging equipment as deemed necessary enables rapid and effective sanitising of large areas. Fogging chemical used at 10% dilution following</i></p>	<p><i>Head Porter / AFCC Completed prior to return to work in July 2020</i></p> <p><i>Ongoing</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>

				<p><i>advice and swabbing checks by AFCC.</i></p> <p><i>COSHH training and risk assessments reviewed.</i></p> <p><i>Head Porter and Cleaning Supervisors responsible</i></p>		
	<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><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues or bins</i></p> <p><i>Low supply of soap and other key materials.</i></p>	<p><i>M</i></p> <p><i>L</i></p> <p><i>M</i></p>	<p><i>Hand sanitiser is available at entrances into School</i></p> <p><i>Bins available in classrooms and emptied daily.</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock is monitored by Head Porter and ordered as required to maintain satisfactory stock levels</i></p>	<p><i>In place and ongoing.</i></p> <p><i>Processes reviewed January 2021 and August 2021.</i></p> <p><i>Head Porter</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><i>Areas reused after cleaning, possible contamination residue.</i></p>	<p><i>M</i></p>	<p><i>Cleaning schedules have been modified to ensure all areas are fully cleaned at the end of daily / session use.</i></p>	<p><i>Head Porter / Cleaning Supervisors</i></p>	<p><i>L</i></p>

				<p><i>Consideration given to lunch and break timings to facilitate enhanced cleaning.</i></p> <p><i>Use of fogging equipment as deemed necessary enables rapid and effective sanitising of large areas.</i></p>		
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p><i>Failure to seal possible contaminated waste.</i></p>	<p><i>M</i></p>	<p><i>Since March 2021, No existing requirement to separate out Covid related waste into yellow waste bags. All waste to be put in black bags as general waste. Sharps, soiled or medical waste disposed of under separate regulations.</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> <p><i>PPE used to handle waste</i></p>	<p><i>Head Porter / Cleaning Supervisors</i></p>	<p><i>L</i></p>

	Body fluids / solids	Contamination issue / biohazard	M	Biological Spill kits available on site. PPE is used and discarded after use. Hands washed and disinfected after clearing spillages. Waste is 'controlled waste'.	Already standard practice	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.	Overpopulated area breaking social distancing regulations	M	Classrooms / rooms assessed for maximum staff and pupil capacities.	Early May 2020 Head Porter and Senior Master Revised Late July 2020 by Senior Master.	L
	Classrooms have been arranged to allow as much space between individuals as practical.	Insufficient space for activities.	M	Desks arranged to maximise social distancing. Desks facing same direction to reduce face-to-face contact.	Early May 2020 Head Porter and Senior Master	L
	A one-way system, entry and exit routes have been determined and appropriate signage in place.	Close contact with pupils / staff. Unfamiliarity with location	L	Staff control access / egress to minimise contact.	Head of Department	L

	<p>From Monday 17th May 2021, the one-way system is disbanded. Signage will be removed and the passage around the School will return to unrestricted passage around its areas.</p>			<p><i>Pupils and Staff to exercise their best judgment to ensure safe passage around the school buildings.</i></p>	<p><i>Maintenance department to remove previous signage.</i></p>	
	<p>Appropriate resources are available within classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Resources that are not easily washable or wipeable have been removed.</p>	<p><i>Inappropriate sized equipment for smaller children – Not Applicable at Senior School site for Secondary age pupils.</i></p> <p><i>Contamination via shared equipment / materials</i></p> <p><i>Cushions and beanbags not easily washable.</i></p>	<p><i>L</i></p> <p><i>M</i></p> <p><i>L</i></p>	<p><i>Equipment and materials are appropriate for each group.</i></p> <p><i>Equipment and materials are cleaned and disinfected before / after use. Each child issued with their own equipment and materials.</i></p> <p><i>Soft furnishings removed - 6th Form Bean Bags, Studio Theatre drapes</i></p>	<p><i>Head of Department / Class teacher</i></p> <p><i>Class teacher</i></p> <p><i>Head Porter</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
<p>Staffing</p>	<p>Staffing numbers required to support the business of teaching and learning have been determined including support staff such as maintenance, grounds, cleaning, IT, catering and office/admin staff.</p>	<p><i>Insufficient staff</i></p> <p><i>Employees taking annual leave at poorly planned times.</i></p>	<p><i>M</i></p> <p><i>L</i></p>	<p><i>Heads of Department to plan their colleagues work based needs and ensure appropriate arrangements are in place</i></p>	<p><i>Department Heads</i></p>	<p><i>L</i></p> <p><i>L</i></p>

	<p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First Aider • Designated Safeguarding Lead (DSL) • Learning Support • Buildings Department representative. 	<p><i>Quarantine restrictions being re-introduced affecting return to work.</i></p>	<p>M</p>			<p>M</p>
	<p>Approach to staff absence reporting and recording in place. All staff to be aware.</p>	<p><i>Staff absences not properly reported or logged</i></p>	<p>M</p>	<p><i>Management of procedures overseen by HR Manager with duties delegated to Department Heads or Line Managers.</i></p>	<p><i>Ongoing.</i> <i>Line Managers / HR Manager</i></p>	<p>L</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 and their role in continuing to support the working of the school is clear.</p>	<p><i>Lack of support for home working staff.</i></p> <p><i>Mental health issues arising from Communications failures</i></p>	<p>M</p> <p>M</p>	<p><i>Support and guidance is available.</i></p> <p><i>Line Managers and HR Manager has regular contact with homeworkers.</i></p> <p><i>Departmental / Team virtual meetings held regularly.</i></p>	<p><i>Ongoing since 23rd March 2020. Process remain under constant review.</i></p> <p><i>Ongoing since 23rd March 2020. Process remain under constant review.</i></p>	<p>L</p> <p>L</p>

	<p>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.</p>	<p><i>Insufficient staff available</i></p>	<p>H</p>	<p><i>SLT hold virtual meetings with HODs to plan ongoing provision of cover.</i></p> <p><i>Skills developed during the period of virtual schooling in the summer term will enable distance learning to be implemented. In the event of staff levels falling to a point where pupils cannot be safely accommodated on site, crisis management is implemented. In extreme circumstances, the School would consider closure.</i></p> <p><i>Reverted to online learning in January 2021. Lessons learned during the summer school closure explored and implemented in order to offer as good a learning experience as possible for all pupils.</i></p>	<p>Senior Master / SLT</p>	<p>M</p>

	<p>Approaches for meetings and staff training in place.</p>	<p><i>Training and refresher training not provided.</i></p> <p><i>Lapse in competencies due to excessive time away from normal work</i></p>	<p>L</p> <p>L</p>	<p><i>Ongoing training – online training is provided and monitored by HODS.</i></p> <p><i>Staff have virtual / F2F meetings with HODS to agree training requirements /schedules.</i></p> <p><i>Refresher training/Toolbox talks provided by Department Heads.</i></p>	<p><i>Department Heads</i></p> <p><i>Department Heads</i></p> <p><i>Department Heads</i></p>	<p>L</p> <p>L</p>
	<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>	<p><i>Lack of skilled labour or lack of ability to train redeployed workers in safe practices.</i></p>	<p>L</p>	<p><i>Redeployment where specialist knowledge of machinery / chemicals / food handling is required is avoided.</i></p> <p><i>Less staff furloughed during spring 2021 lockdown, minimising risk in this area.</i></p>	<p><i>SLT / Bursar</i></p>	<p>L</p>
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p>	<p><i>Mental health issues / isolation</i></p> <p><i>Failure to communicate available systems</i></p>	<p>M</p> <p>M</p>	<p><i>Staff are aware of available support and advice available from School Counsellors and School Chaplain</i></p>	<p><i>Standard practice Reminders to be offered upon restarting within restart briefings</i></p>	<p>L</p> <p>L</p>

					<i>and other communications</i>	
	The approach for inducting new starters has been reviewed and updated in line with current situation.	<i>Induction procedures not reviewed to consider COVID-19</i>	<i>M</i>	<i>Induction procedures reviewed to consider COVID-19 by SLT & HODS</i>	<i>Staff Induction procedures completed not later than 31st August 2021 – New Staff day.</i>	<i>L</i>
	Return to school procedures are clear for all staff.	<i>Unclear instructions leading to confusion and teaching / learning failures</i>	<i>M</i>	<i>Full clear instructions provided by SLT and HODS and confirmed by all staff</i>	<i>To be completed not later than 3rd & 4th September 2020 (Inset days). January and June 2021 Inset sessions also utilised. September Inset dates of 2nd & 3rd September also used.</i>	<i>L</i>
	Arrangements to return any furloughed staff in place.	<i>Procedures not clear and poorly implemented causing disruption and added pressure to staff</i>	<i>L</i>	<i>HR Manager/ HODS are fully briefed on the procedures. The system has been communicated to all appropriate staff.</i> <i>Not relevant in September 2021 – no</i>	<i>HR Manager / HoDs Ongoing</i>	<i>L</i>

				<i>MTS are currently furloughed.</i>		
	Any staff contracts that need to be issued extended or amended considering the current situation have been.	<i>Not fully implemented causing unease / fear</i>	<i>M</i>	<i>HR Manager and HODS have reviewed and updated all paperwork and confirmed with each staff member</i>	<i>HR Manager / HoDs Ongoing</i>	<i>L</i>
	Any HR processes that were delayed or put on hold due to COVID-19 have been appropriately resolved.	<i>Processes not completed causing unease / distress</i>	<i>M</i>	<i>HR Manager has followed through all actions to completion where possible. Where not completed the staff member has been contacted and kept up to date with the progress</i>	<i>HR Manager / HoDs Ongoing</i>	<i>L</i>
	<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>	<i>Contractors not controlled accessing site – contamination and H&S issues</i>	<i>H</i>	<p><i>Control of contractor system and SOP has been reviewed.</i></p> <p><i>Contractors provide full information prior to attending site. Online meetings encouraged where possible.</i></p> <p><i>It is standard practice for all visitors to sign in either as a guest or a contractor. Visitor details are known for</i></p>	<i>Heads of Department / Assistant Bursar.</i>	<i>L</i>

				<i>track and trace purposes if required.</i>		
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, exam invigilators, Counsellors. Protocols and expectations shared.</p>	<p><i>Risk of these adults coming onto site without prior knowledge or not arriving when expected – impact on safeguarding and/or teaching and learning.</i></p>	<p>M</p>	<p><i>Remote lessons via Zoom or Teams if possible and if conditions on site do not allow for lessons in person.</i></p> <p><i>Share amended school procedures with externally employed adults, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p> <p><i>Pupils will use their own musical instruments.</i></p> <p><i>Visiting Sports Coaches will only be utilised if they are able to work outdoors and maintain social distancing</i></p>	<p><i>HR Manager / Director of Sport / Director of Music/ Examinations Officer</i></p>	<p>L</p>

Group Sizes						
	Staffing allocations to groups determined, taking into consideration consistency and any solutions to insufficient staffing numbers.	<i>Shortage of teaching staff may mean temporary changes to teaching arrangements – contact tracing & contamination issue</i>	M	<i>The school site offers sufficient teaching capacity and space. Ongoing monitoring in place by SLT & HODS</i>	SLT	L
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations. • One-way system for moving around the school/ corridors • Face coverings worn inside when moving around site • Classroom and Office design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements • Year group sectoring (Bubbles) in place 	<i>Failure to control – contamination issue between Staff / Pupils.</i>	M	<i>There is ample parking capacity on site. Parents are asked to remain in their vehicle when dropping or collecting their children</i>	SLT	L
		<i>Toilets out of action increasing use of other areas.</i>	M	<i>There are sufficient number of toilets on site and available. Onsite maintenance to ensure issues are addressed. Drinking Water fountains have been replaced with foot operated water bottle fillers that also double as additional hand washing stations.</i>	Buildings Manager	L
		<i>Office and desk layouts and capacities compromising social distancing recommendations.</i>	M	<i>Office layouts revised as required. Use of Perspex screens where desks cannot be moved to face the same way.</i>	HoDs / Assistant Bursar	L

	Information shared with parents regarding pupils travelling to school, encouraging walking or cycling and avoiding public transport as much as possible.	<i>Lack of communication causing uncertainty and confusion. Lack of confidence in the school's system to protect children</i>	H	<i>Parents / Guardians fully briefed on the school's controls and systems. Guidance for Pupils and Parents document has been sent to parents.</i>	SLT	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<i>Contamination issue</i>	H	<i>Handwashing and cleaning / sanitising Contact made with parents. Sanctions in place. Individualised approach in place for students who might struggle to follow expectations by class form teacher/s</i>	SLT	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Contamination issue.</i>	H	<i>Assemblies to continue as normal from September 2021</i>	SLT	L
	Social distancing plans communicated with parents, including approach to breaches.	<i>Poor / lack of communication</i>	M	<i>Parents / guardians advised in advance. Paragraph 9.2.2 in the Guidance for Pupils and Parents and in the Guidance for Staff documents, refer to the relevant sanctions in place.</i>	SLT	L

				<i>Behaviour requirements reinforced by teaching staff.</i>		
	<p>Arrangements in place for the use of the Main Quad and Field Spaces during break times.</p> <p>NB: Any relevant outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>	<p><i>Contamination issue.</i></p> <p><i>Difficult to control mass groups.</i></p> <p><i>Disinfection procedures insufficient</i></p>	<i>M</i>	<p><i>Small groups controlled by duty staff.</i></p> <p><i>Staggered break times.</i></p> <p><i>Good disinfection controls in place.</i></p> <p><i>Access to play/sports equipment is restricted</i></p>	<i>Duty Staff / Head Porter / Grounds Manager / SLT</i>	<i>L</i>
Catering	<p>Arrangements in place to provide a catering service to pupils and staff on site.</p>	<p><i>School kitchen has been closed. Possible issues with recommissioning.</i></p> <p><i>Lack of available staff.</i></p>	<i>H</i>	<p><i>Catering department operating as normal from September 2021.</i></p> <p><i>A hot service from the dining hall in three sittings for different year groups. Table surfaces and chairs sanitised and wiped down between sittings.</i></p> <p><i>Catering HACCP system reviewed and amendments implemented.</i></p>	<i>Catering Manager</i>	<i>L</i>

	Arrangements for when and where each group will take lunch are in place so that Pupils do not mix with children from other groups.	Staggered system fails – groups mixing – contamination issue	L	Monitored by teaching staff and HODS	Catering Manager / Teaching Staff / SLT	L
	Arrangements for food deliveries in place.	System fails and children do not receive meal	M	Additional trolleys and other methods of delivering food being purchased as required. In emergency, wide range of Supermarkets are nearby	Catering Manager	L
	Member of Catering staff contracts COVID 19 or shows signs of COVID-19	Loss of catering provision to whole school	M	Risk of total loss of service now highly unlikely. From 16 August employees will not need to self-isolate if they are notified that they have had close contact with someone with COVID-19 and any of the following apply: <ul style="list-style-type: none"> • They are fully vaccinated. • They are below the age of 18 years and 6 months. 	Catering Manager / Bursar / SLT	L

				<ul style="list-style-type: none"> • They have taken part in or are currently part of an approved COVID-19 vaccine trial. • They are not able to get vaccinated for medical reasons. <p>Fully vaccinated means that they have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since they received the recommended doses of that vaccine.</p>		
PPE	PPE requirements understood and appropriate supplies in place. Long-term approach to obtaining adequate PPE supplies in place.	<p>Insufficient / incorrect PPE contamination issue.</p> <p>Distress / pressure on staff.</p> <p>Reduced confidence in the workplace.</p> <p>School's stance on use of face coverings unclear</p>	<i>M</i>	<p>HODS / Line Managers consider department PPE requirements.</p> <p>Head Porter organises the sourcing and supply of PPE.</p> <p>Where required Staff are trained in the correct use of PPE</p> <p>From 17th May 2021 Face coverings are no longer required to be</p>	<i>Ongoing</i>	<i>L</i>

				<p>worn by pupils in school.</p> <p>Teaching staff are not required to wear a mask in Classrooms.</p> <p>Teaching and Support staff are no longer required to wear a mask when moving around the site.</p> <p>This updated guidance has been communicated to pupils and staff.</p>		
<p>Response to suspected/ confirmed case of COVID-19 in school</p>	<p>Approach to confirmed/suspected COVID19 cases in place: during school day</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 • Sanitising / Cleaning procedure in place 	<p><i>Distress and confusion.</i></p> <p><i>Staff feeling nervous about dealing with cases without prior advance warning they may be required to.</i></p> <p><i>Communication reaching parents before a School response is planned and distributed.</i></p> <p><i>Risk of contamination to School population.</i></p>	<p>M</p>	<p><i>Dedicated quarantine room identified – Former Manor Surgery. Parent/Guardian contacted to collect the child from School.</i></p> <p><i>Enhanced cleaning / disinfection procedure is in place.</i></p> <p><i>The School will follow all instructions given by PHE including potentially closing the</i></p>	<p><i>In Place for resumption.</i></p> <p><i>School Nurse / Head Porter / Deputy Head Information Services</i></p>	<p>L</p>

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place 			<p><i>school, or parts of it, and deep cleaning where required.</i></p> <p><i>From 16 August pupils and employees will not need to self-isolate if they are notified that they have had close contact with someone with COVID-19 and any of the following apply:</i></p> <ul style="list-style-type: none"> • <i>They are fully vaccinated.</i> • <i>They are below the age of 18 years and 6 months.</i> • <i>They have taken part in or are currently part of an approved COVID-19 vaccine trial.</i> • <i>They are not able to get vaccinated for medical reasons.</i> <p><i>Fully vaccinated means that they have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since they received the</i></p>		
--	--	--	--	--	--	--

				<i>recommended doses of that vaccine.</i>		
<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p> <p>&</p> <p>Transition into new year group</p> <p><i>What will need to be different this year because of COVID-19?</i></p>	<p>Approach and expectations around school uniform determined and communicated with parents.</p>	<p><i>Inconsistent uniform standards - difficult for staff to manage.</i></p> <p><i>Risk of increased lost property on site – leading to risk of cross contamination.</i></p>	L	<p><i>Expectations regarding uniform to be clearly communicated to pupils and their parents in advance of reopening.</i></p> <p><i>Recommendation to bring as little additional clothing and baggage onto site.</i></p> <p><i>Used Uniform stock could be considered.</i></p>	<p>SLT</p> <p><i>Prior to 8th September 2020. Similar communications will be distributed as required when a return to on-site learning is allowed following the Spring 2021 site closure.</i></p>	L
	<p>Changes to the school day/timetables shared with parents.</p>	<p><i>Disruption due to poor communications</i></p> <p><i>Parents unhappy with modified timetables</i></p>	M	<p><i>Parents / guardians have been consulted and advised in advance of any changes to the timetables</i></p> <p><i>By HODS / SLT</i></p>	<p>SLT</p>	M
	<p>All students instructed to bring a water bottle each day.</p> <p>Water fountains not in use.</p>	<p><i>Pupils do not bring bottle of water – risk of dehydration, headaches, lack of concentration.</i></p>	M	<p><i>School carries a stock of bottled water for emergencies.</i></p>	<p><i>Buildings Manager / Catering Manager</i></p>	L

				<i>Drinks fountains have been adapted to fill water bottles rather than being drunk from directly.</i>	
<p>Approach to preparing pupils for a return to academic work 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>	<p><i>Poor / unclear / communications</i> <i>Unease / anxiety for the pupils.</i></p> <p><i>Uneven levels of attainment.</i></p> <p><i>Failure to restructure lesson plans to identify and address different levels of attainment.</i></p> <p><i>Pupils concerns over socialising following 'lockdown'.</i></p>	<i>M</i>	<p><i>Lesson plans reviewed and pupils monitored to identify learning levels and individual pupil plans devised and implemented.</i></p> <p><i>Face-to-face communication is encouraged by all teaching staff.</i></p>	<i>Lead by SLT prior to reopening</i>	<i>L</i>
<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p><i>System not in place or poorly implementing leading to low morale, amongst individuals and colleagues</i></p>	<i>M</i>	<p><i>The School's Counsellors and Chaplaincy services remain available.</i></p> <p><i>HoDs and Line Managers to look out for signs of concern amongst their staff.</i></p>	<i>HM / Bursar</i>	<i>L</i>
<p>Consideration of the impact of COVID-19 on families and</p>	<p><i>Lack of support being thought about or offered causing distress to pupils</i></p>	<i>H</i>	<p><i>Increased window within which to settle fees.</i></p>		<i>M</i>

	<p>whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Referrals to social care and other support vulnerable groups 	<p><i>and parents leading to reputational damage.</i></p>		<p><i>Opportunity to apply for hardship bursaries.</i></p> <p><i>First half of term focus of pastoral system on impact of lockdown on pupils</i></p>	<p><i>Bursar / Assistant Bursar / Accountant/ Second Master</i></p>	
	<p>All students have access to technology and remote learning offer.</p> <ul style="list-style-type: none"> • Blended approach between physical and remote learning developed, including support for those pupils who are shielding/ clinically vulnerable. 	<p><i>Failure of technology</i></p> <p><i>Teaching staff or pupils not familiar / comfortable with technology</i></p>	<p>M</p>	<p><i>All staff and pupils provided with suitable technology and training in the safe use.</i></p> <p><i>IT department available to provide support and address technical issues.</i></p> <p><i>Teaching staff given Information, Instruction and Training in the use of the technology as required.</i></p>	<p><i>Deputy Head Information Services / IT Department</i></p> <p><i>In Place since 23rd March 2020 and ongoing</i></p>	<p>L</p>

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Staff not briefed / prepared for the additional wellbeing support required</i>	<i>M</i>	<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i> <i>Comprehensive safeguarding training provided by the Local Authority for all staff is scheduled for September 3rd and September 20th 2021</i>	<i>Second Master – Designated Safeguarding Leads</i>	<i>L</i>
	Updated Child Protection Policy in place.	Policy updates not prepared / communicated	<i>M</i>	<i>COVID19 Child Protection Policy prepared and implemented.</i>	<i>Second Master – Designated Safeguarding Leads</i>	<i>M</i>
	Work with other agencies has been undertaken to support vulnerable pupils and families.	Lockdown disruption causes systems not to be followed; agencies not as efficient as previously	<i>M</i>	<i>All Safeguarding procedures continue to be followed; agencies continue to function.</i>	<i>Second Master – Designated Safeguarding Leads</i>	<i>L</i>
	Consideration given to the safe use of physical contact in context of managing behaviour.	Plans not prepared / communicated. Accusations made against Staff.	<i>M</i>	<i>Individual consistent management plans reviewed to ensure they include protective measures.</i>	<i>Second Master – Designated Safeguarding Leads</i>	<i>L</i>

		Contamination risk		<i>Teaching staff advised appropriately.</i>		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Plans not prepared / communicated.	<i>M</i>	<i>DHd Academic to ensure all is in place for start of term.</i>	<i>HoDs / All Teaching Staff</i>	<i>L</i>
	Consideration has been given to activities that are 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, specifically in: <ul style="list-style-type: none"> • PE • Practical science lessons • D&T • Art • Drama • Computing 	<i>Departmental risk assessments / schemes of work will be reviewed and communicated with all relevant staff.</i>	<i>H</i>	<i>All Heads of Department to review their risk assessments / schemes of work and amend as appropriate.</i> <i>All Teaching Staff will attend INSET on adapting their teaching practices on Thursday 2nd and Friday 3rd September 2021</i> <i>January 2021 Inset dates also utilised.</i>	<i>Teaching Staff and Support Staff Heads of Department.</i>	<i>M</i>
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Wellbeing curriculum 	<i>Lack of recognition for the efforts pupils have put in during the lockdown phase. Leading to possible feeling of resentment.</i>	<i>M</i>	<i>Teaching Staff are trained and supported in front of classroom delivery style and aware of how best to</i>	<i>Head of Teaching and Learning / Teaching HoDs</i>	<i>L</i>

	<ul style="list-style-type: none"> recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes 			<i>provide students with additional support.</i>		
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	<i>Failure to review policy and procedures.</i>	M	<i>Behaviour policy reviewed and updated. Communicated to all staff.</i>	Second Master	L
Pupils with SEND	Approach to provision of the elements of the Educational Health Care Plan including health/therapies.	<i>Availability of appropriately trained staff who are able to provide personal care and mobility support.</i>	M	<i>Review the number and availability of staff able to undertake support. Address as required.</i>	EJS / Surgery	L
		<i>Lack of PPE and relevant training for safely providing support at close contact.</i>	M	<i>Dynamic risk assessment for support requiring close contact, with guidance for staff on use of infection control measures.</i>		L
		<i>Procedures for movement around school may impact PEEP.</i>	M	<i>Review of PEEP as and when movement changes are made.</i>		L
	Annual reviews.	<i>Poor Communication.</i>	M	<i>Annual review of stakeholders and contributors clearly</i>	EJS	L

		<i>Visitors on site increasing infection risk.</i>	<i>M</i>	<i>informed of any procedural changes.</i>		<i>L</i>
	Requests for assessment.	<i>Infection risk due to close contact element of assessment.</i>	<i>M</i>	<i>Investigate benefits of remote assessment (with webcam observation).</i>	<i>LVS</i>	<i>L</i>
		<i>Limitations of assessment with distancing measures in place (inadequate observational evidence).</i>	<i>M</i>	<i>Training on recently released remote assessment guidelines.</i>		<i>L</i>
		<i>Lack of training for remote assessment/remote assessment does not comply with guidelines.</i>	<i>M</i>	<i>Ongoing dialogue with external assessors regarding assessment availability.</i>		<i>L</i>
		<i>Specialist external assessment unavailable.</i>	<i>M</i>	<i>Consider temporarily expanding internal assessment provision</i>		<i>L</i>
Attendance	Approach to supporting attendance determined.	<i>Poor / unclear communication</i>	<i>M</i>	<i>Prioritised year groups identified. Pupils contacted and supported ready for the return to school. Existing triage methods deemed appropriate.</i>	<i>SLT</i>	<i>L</i>

Communication	Re-opening plans shared with governors.	<i>Governors unsure about, or not aligned with, School leadership plans.</i>	<i>M</i>	<p><i>Governors informed of and agree plans and procedures. Reviews and updates are communicated and agreed with the Governors.</i></p> <p><i>MTS COVID-19 Risk Assessment signed off by Governors prior to reopening of school.</i></p> <p><i>This document remains under constant review since the first re-opening of the School in September 2020. Dates of amendments are recorded on the front page of this document.</i></p>	<i>Head Master / Chair of Governors</i>	<i>L</i>
	<p>Communications with parents:</p> <ul style="list-style-type: none"> • Plan for partial re-opening • Social distancing plan <p>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning.</p>	<i>Lack of clear guidance leading to confusion and misinformation being spread between parent body.</i>	<i>M</i>	<p><i>Clear and concise reopening plans are shared with parents / guardians.</i></p> <p><i>Social distancing plans have been devised and are continuously reviewed.</i></p>	<i>Head Master</i>	<i>L</i>

	<p>Pupil communications around:</p> <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. 	<p><i>Confusion and concern amongst pupils possibly negatively affecting their education and settling back in.</i></p>	H	<p><i>Clear and concise reopening plans are shared with all stakeholders and time is allocated to ensure they are explained.</i></p>	All SLT	L
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>	<p><i>Lack of communication leading to frustration and confusion amongst parents and their children.</i></p>	H	<p><i>HM online assemblies, Letters, website updates, social media (Scissorium etc...)</i></p> <p><i>As term progresses, pupils will be constantly reminded of the control measures in place and of their role in supporting them. This will included regular prompting from staff and regular communications to parents.</i></p>	<p>Deputy Head Information Services</p> <p>HM/SLT/All Staff</p>	L
Governors / Governance		<p><i>Lack of recognition of priority decisions requiring Governor input.</i></p>	M	<p><i>Governor Meetings will be held in person from September 2021. However, the option to</i></p>	<p><i>Head Master / Bursar / Chair of Governors</i></p>	L

	Meetings and decisions that need Governor input are prioritised.	<i>Failure to clearly advise Governors on priority matters.</i>		<i>join any meetings remotely will remain.</i>		
	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.	<i>Lack of clarity given to, or received from Governors leading to miscommunication and confusion.</i>	M	<i>Governors have been involved in the revision of processes since 23rd March 2020 and throughout the Autumn Term, and into the Spring term. This remains the same going into the Autumn Term 2021</i> <i>Good system of communication between Governors and School Leaders in place.</i>	<i>Head Master / Bursar / Chair of Governors</i>	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.	<i>Risk of contamination by going ahead with School trips and mass gatherings such as Assemblies, Parents Evenings, Triennial Service etc.</i> <i>Possible reputational risk by proceeding.</i>	H	<i>From September 2021, MTS will be seeking to offer School trips and host School events as per a 'normal' calendar. Precautions will be taken in line with ongoing guidance and use of public transport will be avoided as much as is practicable.</i>	<i>In place and ongoing.</i> SLT	L

				<i>Travel and Medical Insurance for trips will need careful scrutiny to ensure adequate cancellation cover</i>		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Risk of additional costs incurred not being kept which may otherwise have been recouped through insurance.</i> <i>Lack of understanding of financial pressures resulting from COVID-19</i>	<i>H</i>	<i>HoDs to keep a record of any additional expenses incurred as a direct result of COVID-19 restrictions.</i>	<i>In place and ongoing</i>	<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning;	<i>Claims not submitted or not supported by paperwork resulting in additional loss of forecast income</i>	<i>H</i>	<i>As above.</i> <i>HoDs to be made aware of pressure on finances and to look out for methods of recouping any losses.</i>	<i>In place and ongoing</i>	<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	<i>Lack of understanding on the benefit of income, including lettings</i> <i>Risk of lettings customer's businesses not being able to</i>	<i>M</i>	<i>Risk has been accounted for. Bursar has made Support Staff HoDs aware of the situation and asked to ensure any cost savings</i>	<i>Bursar</i> <i>In place and ongoing.</i>	<i>L</i>

		<i>survive and therefore not returning.</i>		<i>are brought to his attention.</i> <i>Lettings Manager maintaining communication with clients. A full Lettings programme in place from Summer 2021</i>		
	Insurance claims, including visits/trips booked previously.	<i>Supporting records not kept and claims not being made.</i>	<i>M</i>	<i>All options to claim expenses back through insurance to be explored and taken.</i> <i>Very low risk of this occurring in Spring 2021 closure</i>	<i>In place and on-going.</i> <i>Trip leaders / Senior Master / Bursar's Secretary.</i>	<i>L</i>
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	<i>Failure to advise contracted services of resumption.</i>	<i>L</i>	<i>All support staff services are controlled in house – No outsourcing of these services.</i>	<i>N\A</i>	<i>L</i>
Transport	Coach services remain in place. Travel to School via Metropolitan line services remains possible.	<i>Risk of running a reduced capacity service at additional expense.</i>	<i>M</i>	<i>Numerous control measures introduced.</i>	<i>In place by 8th September 2020 and ongoing.</i>	<i>M</i>

		<p><i>Risk of not having a coach service in place in time for resumption of services.</i></p> <p><i>Risk of reduced services or increased passenger restrictions on the Met Line</i></p>		<p><i>Including but not limited to:</i></p> <p><i>Passengers to wear masks.</i></p> <p><i>Hand sanitiser installed at coach park shelters and on all vehicles.</i></p> <p><i>Passengers to load rear to front in the morning and by order of stop in the afternoon.</i></p> <p><i>Vehicles subject to a deep clean at end of each day.</i></p> <p><i>See Head of Operations for full control measures.</i></p> <p><i>Pupils will be offered twice-weekly Lateral Flow tests as an additional control measure.</i></p> <p><i>Parents have been informed of these measures.</i></p> <p><i>School fixtures are being reintroduced during the Summer Term '21. Where possible we will order bigger vehicles with larger capacity to</i></p>	
--	--	--	--	---	--

				<p><i>increase space between passengers.</i></p> <p><i>Despite the relaxation of Government guidance regarding the wearing of masks for pupils while in school, masks must still be worn by those pupils travelling by public transport or making use of the School's coach service.</i></p>		
--	--	--	--	--	--	--



APPENDIX A – MTS COVID Outbreak Management Plan

MTS COVID OUTBREAK MANAGEMENT PLAN

Aim – To maintain high quality face to face education for as many pupils as possible.

Roles and Responsibilities

- HM – Decides control measures to be implemented.
- Bursar – Drafts and updates Covid Outbreak Management Plan in liaison with Strategy Group
- Second Master – Liaises with Public Health and DfE
- Head of Operations – Directs Support Team and implements control measures. Updates COVID Risk Assessment weekly in liaison with SLT.
- DHd IS – Communicates with parents and staff.

Public Health Advice – DfE Helpline 0800 0468687 Option 1

NHS Test and Trace – Self-Isolation Service Hub 020 3743 6715

Control Measures

Threshold – 5 persons in close proximity within 10 day period. Graduated response:

1. Ventilation (CO2 Monitoring)
2. Enhanced cleaning regime
3. Increased hand hygiene
4. Asymptomatic Testing – 2 tests by CTC upon return to School in September. Twice weekly home tests until NHS review on 30 Sep.
5. Face covering
6. Bubbles
7. One way system
8. Gatherings limited to 30 people.
9. Move activity outdoors

10. Remote online education

School Transport – Maintain ventilation, maximum possible spacing. Passengers to wear face masks.

Communication plan – Standard communication methods used by DHd IS.

Self-isolate if close contact of person with COVID-19 unless:

- Fully vaccinated or
- U18 + 6 months or
- Part of vaccine trial or
- Unable to be vaccinated for medical reasons.

Instead, take PCR test as directed by NHS Test & Trace.