



## COVID-19 CONTINGENCY PLAN FOR AUTUMN LOCKDOWN

<b>Name of School</b>	<b>Hamilton School</b>
<b>Completed By</b>	<b>Jane Straw</b>
<b>Date</b>	<b>23 September 2020</b>

**This risk assessment should be completed by all Maiden Erlegh Trust schools with specific reference to issues and risks that may materialise as a result of the COVID-19 pandemic.**

### Risk Score Criteria:

LIKELIHOOD	
<b>Very High</b>	The issue will occur (and reoccur) in most circumstances
<b>High</b>	The issue is expected to occur
<b>Medium</b>	The issue may occur at some time
<b>Low</b>	The issue could potentially occur
<b>Very Low</b>	The issue is unlikely to occur

IMPACT	
<b>Very High</b>	Critical impact to staff and students and/or critical threat
<b>High</b>	Significant impact to staff and students and/or significant threat
<b>Medium</b>	Moderate impact to staff and students and/or moderate threat
<b>Low</b>	Manageable impact – within acceptable boundaries
<b>Very Low</b>	Negligible

Risk Score	
<b>15-25</b>	Urgent remedial action required
<b>5-14</b>	Close monitoring of risk required; ensure mitigation plan in place
<b>1-4</b>	Risk noted and stakeholders aware; mitigation plan in place

		IMPACT				
		Very Low	Low	Medium	High	Very High
LIKELIHOOD	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5



Ref	Issue	L	I	Score	Control Measures	L	I	Residual Score	Risk Owner
<b>CLEANING</b>									
001	Deep clean site in the event of illness causing lockdown or before re-opening in the event of a full lockdown: minimum 48 hour wait before re-opening site	3	5	15	Deep clean to be organised in the event of a student or staff member being sent home with Covid-19 symptoms, to include sanitising of door handles, keyboards, IT/phones and work/desktops	3	1	3	JR
	Before re-opening site, check supplies of PPE and cleaning equipment for classrooms etc	3	5	15	Supplies to be ordered and on-site before re-opening	3	1	3	JR
<b>WELLBEING</b>									
	Staff anxiety levels during and following a second lockdown	2	3	6	Positive comms; PPE available; small no. of students on site; Covid-ready measures eg. removal of classroom furniture, marking on floors; preparation of medical room; roles at home for staff who can't attend site	2	2	4	JS/JR
	Student wellbeing may need additional support during and following a second lockdown	3	4	12	Pastoral Support provided on site by all staff, esp. SR and SB	1	2	2	DSL/SENDCo
	Staffing difficulties if further staff self-isolating or shielding takes place	3	3	9	Minimise number of students on site; eg. if 2 teachers absent, this is likely to mean 1 key stage only in on alternating days: communication to parents and staff  TIER 1 (national intervention, in local area – eg. a 'Reading lockdown'): face coverings should be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. TIER 2: remains the same, as we are an SEN school TIER 3: remains the same, as we are an SEN school TIER 4: remains the same, as we are an SEN school	1	2	2	JS/GC/JR
	Meeting pastoral needs of students and their families during lockdown: welfare check in calls	2	4	8	Pastoral calls x 3 weekly to all students and their families, recorded on CPOMS	2	2	4	JS/GC
	Safeguarding: meeting needs of CIN/CP/CLA who don't attend the site	3	3	9	Pastoral calls x 3 weekly; remote learning; AP if available inc. transport; laptops; CPOMS; SCO to attend virtual CIN/CP meetings	2	2	4	JS/SCO
	Safeguarding: updates for parents in order to keep their children safe online	3	3	9	Updates to be shared weekly via website and email/letter or text home with links	2	2	4	JS/SCO/SM



	Update information on website; parents need to know ongoing site closure/date site will re-open/where to go for support	2	4	8	Website updated if/when information/situation changes	2	2	4	JS/JR/SM
<b>LEARNING</b>									
	Negative impact on learning needs of students, resulting in widening achievement gap, if a second lockdown occurs	3	3	9	Pastoral calls x 3 weekly; remote learning; laptops provided, Google classroom; Interventions HLTA to be appointed for 2 terms	2	2	4	GC/SV
	Students need accessible curriculum at home in order to continue to learn	3	3	9	Blended timetable to be offered immediately, to include Google classroom sign up for new students, Google classroom work set, hard copy work packs if requested, Chromebook allocation to all students + dongle if required and the offer of 1:1 live tutorials via Zoom	2	2	4	GC/SV
	Remote learning curriculum plan and MER of student engagement: reminders around remote learning pedagogy and AfL to teachers	3	3	9	Prompting via pastoral calls to complete work; robust remote learning curriculum plan covering aims and strategies to ensure success; emphasis on literacy and numeracy skills	2	2	4	GC/LS
<b>ALTERNATIVE PROVISION</b>									
	Alternative Provision (AP) may still be Covid-safe, even though HS site is closed; update Covid-19 RA for each student before they attend an AP site; AP provider to update their own RA and submit for checking	2	3	6	Obtain risk assessments from AP sites before sending students; seek parental approval; students may be able to attend AP if local area not in lockdown, just HS site and if self-isolation/testing completed	2	2	4	SR/TJ
<b>TRANSITION</b>									
	Year 6 or other ongoing transition arrangements may be needed for students who find transitioning into HS difficult, once site re-opens	3	2	6	Virtual tour of school including introductions to staff; September timetable will be shared with all students new and existing; extended transition arrangements for new students in the event of a further lockdown	2	2	4	JS/LB/GC/SM

Signed by: **Headteacher**

Date: 23.9.20