



# COVID-19: Operational risk assessment- March 2021



# COVID-19: Operational risk assessment for school reopening

Assessment conducted by:		Job title:		Covered by this assessment:	Staff, children, contractors, visitors, volunteers
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Date of assessment:		Review interval:		Date of next review:	
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Related documents	
<b>Trust/Local Authority documents:</b>	<b>Government guidance:</b> <a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a> <a href="#">Actions for schools during the coronavirus outbreak</a> <a href="#">Coronavirus (COVID-19): implementing safety in education and childcare settings</a> <a href="#">Coronavirus (COVID-19): guidance for educational settings</a> <a href="#">COVID-19: cleaning in non-healthcare settings</a> <a href="#">Covid-19-stay-at-home-guidance</a> <a href="#">Covid-19-getting-tested</a>

## Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of opening, including safety					
1.1 Active engagement with NHS track and trace					
Details of school visitors not known.	H	<ul style="list-style-type: none"> <li>All visitors/contractors/other agencies to register details when signing in at school, name, company, email, phone number- information kept securely by Finance manager. Individual sheets to minimise handling- clean pen after use by visitor/contractor.</li> <li>All coaches, supply staff, and external class support workers to follow school risk assessment. SLT to share and make sure all staff – internal and external- adhere fully to school expectations and government guidance.</li> <li>All visitors in school must have a lateral flow test if they are in school for more than 30 mins (masks to be worn by those in school outside of the school's lateral flow testing programme).</li> </ul>	Y	<ul style="list-style-type: none"> <li>Finance Manger to retain all information and store securely as per GDPR regulations/ NHS track and trace regulations and disposed of after 21 days as confidential waste.</li> <li>Office staff to fully brief all visitors and contactors on arrival and caretakers to fully supervise all contractors/ workmen.</li> </ul>	
Risk of cross contamination to/ from external visitors.		<ul style="list-style-type: none"> <li>Visitors to follow all school and government guidance.</li> <li>Any staff or visitors who have any symptoms relating to COVID MUST NOT attend school and must inform the HT immediately.</li> <li>Staff and visitors to sanitise on entry to school and on entry/ exit to every room</li> <li>Only use rooms where teaching/ coaching takes place, e.g. teacher takes children to sports hall for PE to stop coaches travelling around school unnecessarily.</li> <li>Social distancing <b>must be in place at all times.</b></li> <li>Like staff, visitors must not enter any rooms in school where the adult capacity is met. E.g. staff room -7, staff toilets-1.</li> <li>After use of any school equipment, cups, fridge handles, sports equipment, instruments etc, staff and visitors must sanitise/ sterilise equipment and own hands.</li> <li>Visitors, e.g. school nurse etc, to follow own RA regarding safety and wearing of PPE- these must be shared with SLT in advance.</li> <li>School to provide large, well-ventilated areas to all visitors including social workers, medical practitioners, coaches, teaching staff.</li> </ul>		<ul style="list-style-type: none"> <li>Any symptoms or isolations MUST be shared with school and/ or visitors immediately.</li> </ul>	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1.2 Organisation of teaching spaces</b>					
<b>Classroom sizes will not allow adequate safety</b>	H	<ul style="list-style-type: none"> <li>Year group bubbles <b>only</b> (mixing is allowed for specialist teaching)</li> <li>Classrooms re-modelled, with chairs and desks in place to allow for safety, e.g. side by side, facing same direction.</li> <li>Clear signage displayed in classrooms promoting safety.</li> <li>Year groups stay together with their teacher and do not mix with other children.</li> <li>PE to be outside where possible- indoor PE to follow safety guidance with all equipment cleaned after a session by staff in lesson/ school caretaker.</li> <li>Music to follow govt guidance (shared with staff on INSET 1.9.20)- large gatherings e.g. choir/ class singing, not to take place inside- wind instruments not used and all other instruments cleaned after use by teacher in class using antibac wipes.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Signs in class/school promote all Govt guidance around safety.</li> <li>Shared School day plan (app1) with all staff.</li> <li></li> </ul>	
<b>Large spaces need to be used as classrooms</b>	L	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited- 1 bubble only for assemblies.</li> <li>Design layout and arrangements in place to enable safety.</li> </ul>	Y	<ul style="list-style-type: none"> <li>N/a- classrooms used</li> </ul>	
<b>1.3 Availability of staff and class sizes</b>					
<b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</b>	L	<ul style="list-style-type: none"> <li>Lateral flow testing fully operational with all staff- see separate RA for LFT</li> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> <li>Staff to ensure full Govt Guidance is followed <b>at all times</b> (including before and after school) by distancing from other staff, including those within bubble. Face masks are also to be worn in communal areas where social distancing is difficult to adhere to, e.g. corridors, lunch hall.</li> </ul>	y	<ul style="list-style-type: none"> <li>Document as to staff availability has been produced and will be reviewed daily- staff follow procedures to report any symptoms/ test results directly to HT</li> <li>Staff to update SLT immediately on any changes to circumstances.</li> <li>EY and child care Covid 19 guidance and EYF foundation stage coronavirus disapplication documentations.</li> </ul>	



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<b>1.4 The school day</b>					
<b>The start and end of the school day create risks of breaching safety guidelines</b>	H	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different groups.</li> <li>Staff and Children are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Attendance patterns have been optimised to ensure maximum safety.</li> </ul>	Y	<ul style="list-style-type: none"> <li>School day plan (app 1) also shared with all staff- all safety guidelines in place.</li> <li>Children, staff and parents aware of start/finish times and entrances/exits to use- reinforced with staff during INSET 3.3.21</li> <li>Floor markings visible around the school to demarcate SD.</li> <li>NB day plan also shared with staff.</li> </ul>	
<b>1.6 Planning movement around the school</b>					
<b>Movement around the school risks breaching safety guidelines</b>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Corridors are divided where feasible.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of children around school is minimised as much as possible, with children staying in classrooms and staff moving round.</li> <li>Children are regularly briefed regarding observing safety guidance.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> <li>Maximum occupancy posters in place</li> </ul>	Y	<ul style="list-style-type: none"> <li>Children to be given clear daily message about movement and staff to chaperone children in school to ensure safety- risk assessment. App1 shared with all staff- all staff aware of expectations.</li> <li>Signage also displayed in all areas to reinforce safety message with children</li> <li>Maximum occupancy posters displayed in key areas.</li> </ul>	
<b>1.6 Curriculum organisation</b>					
<b>Children will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	L	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified for those unable to attend school.</li> <li>Plans for intervention are in place for those Children who have fallen behind in their learning.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Detailed and thorough transition meetings between teachers ensures cohorts are fully prepared for full return to school. See transition policy.</li> <li>Follow EYFS Coronavirus disapplications re learning and</li> </ul>	



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				development requirements and assessment, progress.	
<b>1.7 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of safety guidelines</b>	H	<ul style="list-style-type: none"> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for safety.</li> <li>• Staff have been briefed on the use of these rooms.</li> <li>• Maximum occupancy posters in areas.</li> <li>• Minimise use of fridge, microwave, tea point</li> <li>•</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff room- 1 member of staff per table, 1 person only in tea point at any time. Max 7 in staff room at any one time.</li> <li>• Only 3 people in office at any time- no entry to staff other than office staff other than SLT for meetings or medical leads.</li> <li>• PPA computers adhere to SD guidance.</li> <li>• Cleaning materials ready in staff room to use on fridge, microwave and tea point after each use</li> <li>• NB staffroom 1 member of staff at a time.</li> <li>• NB office 2 members of staff at a time.</li> <li>• Maximum occupancy posters produced.</li> </ul>	
<b>1.8 Managing the school lifecycle</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Children and the community need well-being and mental health support</b>	L	<ul style="list-style-type: none"> <li>A plan is in place for pastoral staff to speak with children and their parents and support any need- staff and well-being manager/ counsellor.</li> <li>There is regular and effective liaison with the destination institutions to assist with children' transition.</li> <li>Regular communications with parents and children are in place, including letters, newsletters, online broadcasts, welfare calls.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Clear communication from EYFS and NB staff to parents entering school or moving phase. Induction meetings to take place online or via detailed information pack.</li> <li>All year group transitions completed so staff prepared for return of children.</li> </ul>	
<b>1.9 Governance and policy</b>					
<b>Governors are not fully informed or involved in making key decisions</b>	L	<ul style="list-style-type: none"> <li>Governing bodies are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Governors are communicated with and asked for support and guidance- Gobs suggested many ideas and are fully supportive of SLT decisions.</li> <li>All decisions are ratified by Governors.</li> </ul>	
<b>1.10 Policy review</b>					
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>	M	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on safety and COVID-19 and its implications for the school.</li> <li>Staff, Children, parents and governors have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Policies updated to reflect Covid -19</li> </ul>	
<b>1.11 Communication strategy</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>	M	<ul style="list-style-type: none"> <li>• Communications strategies for the following groups are in place:               <ul style="list-style-type: none"> <li>• Staff</li> <li>• Children</li> <li>• Parents</li> <li>• Governors/Trustees</li> <li>• Local authority</li> <li>• Professional associations</li> <li>• Other partners</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>• Communication is available to all through use of school app/website/ concerns email address direct to HT.</li> <li>• HT communicates to stakeholders (DHT in HT absence)</li> </ul>	
<b>1.12 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>	L	<ul style="list-style-type: none"> <li>• A revised staff handbook is issued to all staff prior to reopening.</li> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include:               <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>• Risk assessment, appendices shared with all staff around safety procedures.</li> <li>• Fire safety and evacuation procedures revisited.</li> <li>• Staff to all sign and date to evidence all systems/ documents read and understood.</li> </ul>	
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	L	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Induction policy ensures all staff fully aware</li> <li>• INSET September 1st</li> </ul>	
<b>1.14 Risk assessments</b>					





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<b>Risks are comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of safety and hygiene guidance.</b>	H	<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:               <ul style="list-style-type: none"> <li>Different areas of the school</li> <li>When children enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Risk assessments completed and shared with all school staff during January 2021</li> <li>Daily meetings with staff to assess how procedures are working.</li> <li>See RA and appendices</li> </ul>	
<b>1.15 School transport</b>					
<b>Using school bus for trips</b>	L	<ul style="list-style-type: none"> <li><b>No educational visits until further notice</b></li> <li>School buses may be used for school trips with children in 'same bubble'</li> <li>RA needed for each trip.</li> <li>No residential or overnight trips.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Cleaning of bus after each use</li> </ul>	
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	H	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with staff.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased to clean school twice daily.</li> <li>PPE worn by cleaners (NB cleaners follow council guidance)</li> <li>All chemicals locked in caretaker's cupboard and used only by COSSH trained staff (Joe Percy &amp; David Reid)</li> </ul>	Y	<ul style="list-style-type: none"> <li>All cleaners available- reviewed daily.</li> <li>Staff available for extra hours to cover available.</li> <li>PPE station in cleaners cupboard.</li> <li>NB - Children's hours reduced to allow for extra time for staff to clean.</li> <li>Extra cleaning service from property services agreed.</li> </ul>	
<b>2.2 Hygiene and handwashing</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Inadequate supplies of soap and hand sanitiser mean that children and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>Hands must be washed, sanitised on entry/ exit to any part of the building, staff, children and visitors/ contractors.</li> <li>Children/ adults to wash/ sanitize hands at all transition points during the day- entry/ exit/ out for play/ on way in from play/ when moving rooms.</li> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Hand wash and hand sanitizer is available in all rooms in school</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All staff/ visitors aware of procedures, RA, appendices, posters.</li> <li>All rooms in school have hand wash/ sanitizer always available.</li> <li>Staff to reinforce and ensure hand washing/ SD constantly and consistently used.</li> </ul>	
<b>Children forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind children of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently with staff regularly reminding and showing children.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>Hand sanitiser units in every room in school.</li> <li>All toilets have hand sanitizer outside to use on entry and exit.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All staff aware of procedures, RA, appendices, posters.</li> <li>All rooms in school have hand wash/ sanitizer always available.</li> <li>Staff to reinforce and ensure hand washing/ SD constantly and consistently used.</li> <li><b>NB – Staff to model good hygiene and hand washing.</b></li> </ul>	
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>Policies are agreed prior to the school opening on the wearing of uniforms by Children and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> </ul>	y	<ul style="list-style-type: none"> <li><b>Parents to provide spare clothes for child.</b></li> </ul>	
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	M	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible, i.e.main school reception</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> <li>All soft furnishings including mats, toys and cushions to be removed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Fabric chairs removed and replaced with easy clean plastic chairs unless single person use.</li> <li>Soft furnishings removed</li> </ul>	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>The use of resources may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Reduce the amount of resources and toys where possible, inside and outside.</li> <li>Resources may be changed at the end of each day.</li> <li>Regular cleaning rota in place following government guidelines.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Regular cleaning of resources and surfaces. i.e between sessions.</li> </ul>	
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	I	<ul style="list-style-type: none"> <li>All staff and peripatetic staff following lat flow testing (see separate RA)</li> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Post-testing support is available for staff through the school's health provider.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff aware of process and school and Govt procedures.</li> </ul>	
<b>Infection transmission within school due to staff/Children (or members of their household) displaying symptoms</b>	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and children and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Children, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply. (see separate guidance)</li> <li>A record of any COVID-19 symptoms in staff or children is reported to the local authority.</li> </ul>	y	<ul style="list-style-type: none"> <li>See App 2 –PPE.</li> <li>Testing procedures shared with staff and parents.</li> <li>SLT to communicate symptoms/ positive test results in staff/ children to relevant stakeholders</li> <li>Staff/ parents to immediately inform SLT of any symptoms in themselves or family</li> </ul>	
<b>Staff, Children and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b>	M	<ul style="list-style-type: none"> <li>Staff, Children and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and Children as part of the induction process.</li> </ul>	Y	<ul style="list-style-type: none"> <li>See App 2 –PPE.</li> <li>Testing procedures shared with staff and parents.</li> <li>SLT to communicate symptoms/ positive test results in staff/ children to relevant stakeholders</li> </ul>	



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		<ul style="list-style-type: none"> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>		<ul style="list-style-type: none"> <li>Staff/ parents to immediately inform SLT of any symptoms in themselves or family</li> </ul>	
Staff, children and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> <li>Staff, children and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and children as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>See App 2 –PPE.</li> <li>Testing procedures shared with staff and parents.</li> <li>SLT to communicate symptoms in staff/ children to relevant stakeholders</li> <li>Staff/ parents to immediately inform SLT of any symptoms in themselves or family</li> </ul>	
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> <li>Safety procedures in place for administering first aid</li> </ul>	y	<ul style="list-style-type: none"> <li>Staffing levels reviewed daily for first aid trained staff</li> <li>4 x DSL in school – if all unavailable- LA to support -Ronnie Lynn</li> <li><a href="mailto:ronnie.lynn@togetherforchildren.org.uk">ronnie.lynn@togetherforchildren.org.uk</a></li> <li>07557 801 273</li> <li>or contact Pam Gartland for guidance</li> <li><a href="mailto:info@safeguardingfirst.com">info@safeguardingfirst.com</a></li> <li>07711 443 463</li> </ul>	
<b>2.6 Medical rooms</b>					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> <li>Safety provisions are in place for medical rooms.</li> <li>Additional rooms are designated for Children with suspected COVID-19 whilst collection is arranged room next to school office for schoolchildren, next to Nursery manager's office for NB.</li> </ul>	Y	<ul style="list-style-type: none"> <li>See App 2</li> </ul>	



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		<ul style="list-style-type: none"> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets by caretakers with COSHH training as per cleaning regime document.</li> <li>Isolation zone sign produced and ready to use in areas.</li> </ul>			
<b>2.7 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools- telephone, app and website.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Parent and pupil handbooks created.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Parents kept updated via school app/ website with communication encouraged through specific email address to HT and telephone.</li> </ul>	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Regular and relevant communication</li> </ul>	
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured- face masks, gloves, aprons, visors, hand sanitiser.</li> <li>Those staff required to wear 'usual PPE' for intimate care or use PPE where a plan is in place (e.g. SEND) ; receiving/handling deliveries; cleaning staff; administering first aid; staff in the kitchen) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	y	<ul style="list-style-type: none"> <li>See PPE – app 2and public health guidance on how to put on / take off. Available in all rooms and posters displayed in all rooms.</li> </ul>	
<b>3. Maximising safety measures</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>3.1 Pupil behaviour</b>					
<p><b>Children’s behaviour on return to school does not comply with safety guidance</b></p>	h	<ul style="list-style-type: none"> <li>• Clear messaging to children on the importance and reasons for safety and handwashing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Daily reinforcement of safety rules clearly outlines visually and orally to all children- consistent approach to be carried out throughout school.</li> <li>• Staff model safety consistently.</li> <li>• The movement of Children around the school is minimised, staff to support children moving around school where necessary.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support safety and are closely supervised. Children will be allocated an area of the yard and an adult will supervise play ensuring safety rules are adhered.</li> <li>• The school’s behaviour policy has been revised to include compliance with safety and this has been communicated to staff, Children and parents.</li> <li>• Senior leaders monitor areas where there are breaches of safety measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of safety.</li> <li>• If a parent would like to communicate to a member of staff this is to be preferably carried out over the phone if possible, before or after school.</li> <li>• Arrangements for safety of younger primary school children have been agreed and staff are clear on expectations.</li> <li>• Toilets are assigned to specific year groups and where needed a member of staff must supervise children going to and from the toilets ensuring handwashing has occurred. Main entrance to toilets to remain open to prevent contact. Designated member of staff to be in place within each phase in school to be available to take children to the toilet.</li> </ul>	y	<ul style="list-style-type: none"> <li>• Staff aware of all expectations through meeting, RA and associated documents.</li> <li>• Team teach to be used only in EXTREME circumstances where a child is in immediate danger of harm.</li> </ul>	
<b>3.2 Classrooms and teaching spaces</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>The size and configuration of classrooms and teaching spaces does not support compliance with safety measures</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>All iPads/ computers/ laptops to be cleaned with anti bac wipes after each use.</li> <li>Home base arrangements in place.</li> <li>Home readers to be given out on a Monday and returned on a Friday- staff do not touch home reader folders or books until 72 hours have passed, i.e. the following Monday morning.</li> <li>All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>Each child to have own basic equipment to support their daily lessons eg. Pencil case, whiteboard, stationary, water bottle. This will be clearly labelled and placed within the child's working area.</li> <li>Arrangements are reviewed regularly.</li> <li>Children's individual belongings are to stay with them at their base in class. Children will be assigned a classroom peg that are separated from others children's belongings. Children are to collect belongings 1 at a time to adhere to safety measures.</li> <li>Regular cleaning of resources and equipment as per cleaning regime.</li> <li>Reduce the amount of resources available for children.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>See App 1. All staff aware of expectations- relay and reinforce to children</li> </ul>	<p></p>
<p><b>3.3 Movement in corridors</b></p>					
<p><b>Safety guidance is breached when children circulate in corridors</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and amended.</li> <li>One-way systems are in operation where feasible.</li> <li>Corridors are divided where feasible.</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>The movement of children around school is minimised as much as possible.</li> <li>Where possible, Children stay in classrooms and staff move around.</li> <li>Lesson change overs are staggered to avoid overcrowding.</li> <li>Children are briefed regularly regarding observing safety guidance whilst circulating, daily rules and routine reinforces by staff continuously and consistently.</li> <li>Staggered entry and exit times in place to avoid overcrowding within the corridors.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>All staff aware of procedures, RA and associated documents</li> </ul>	<p></p>



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Appropriate supervision levels are in place.</li> </ul>			
<b>3.4 Break times</b>					
<b>Children may not observe safety at break times</b>	H	<ul style="list-style-type: none"> <li>Break times are staggered.</li> <li>External areas are designated for different groups.</li> <li>Children are reminded about safety as break times begin.</li> <li>Safety signage is in place around the school and in key areas.</li> <li>Supervision levels have been enhanced, especially with younger Children, to support safety.</li> <li>Marks shown on the floor for lining up at an acceptable distance.</li> <li>Snack for younger children will be individually handed out by the class teacher as children exit for play.</li> <li>Each designated group will wipe down equipment at the end of play- staff/ teaching staff/ lunch supervisors/ caretakers..</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff chaperone- all staff aware of procedures, RA and associated documents.</li> <li>Staggered playtimes- see rota and supporting document – staff deployed to reinforce SD.</li> <li>All equipment wiped after use with anti bac</li> <li>NB – outdoor learning rota in place.</li> <li>NB- use EYFS yard, if necessary i.e lunchtimes.</li> </ul>	
<b>3.5 Lunch times</b>					
<b>Children may not observe safety at lunch times</b>	h	<ul style="list-style-type: none"> <li>Children are reminded about safety as lunch times begin.</li> <li>Children wash their hands before and after eating.</li> <li>Dining area layouts have been configured to ensure safety.</li> <li>Tables and chairs have been cordoned off where this is not possible.</li> <li>Floor markings are used to manage queues and enable safety.</li> <li>Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, children eating in classrooms or other spaces.</li> <li>Eating areas are cleaned during lunch and after lunch by kitchen/ lunch staff/ cleaners.</li> </ul>	y	<ul style="list-style-type: none"> <li>All staff aware of procedures, RA and associated documents.</li> <li>Dining hall- 2 children per table.</li> <li>Year 6 eat in classroom</li> <li>Staggered lunch</li> <li>Kitchen staff to wear PPE as per kitchen risk assessment.</li> <li>All lunch/kitchen staff aware of protocols and follow.</li> <li>LT to monitor</li> </ul>	





Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Staff to continue supporting children with severe allergies and physical needs at a safe distance following their current plans.</li> <li>Lunchtime staff to adhere and follow protocols put in place.</li> </ul>		<ul style="list-style-type: none"> <li>SD marks on floor to ensure SD</li> <li>NB – Acorns room nursery children to eat in own room as usual- and limited amount of children at each table.</li> </ul>	
<b>3.6 Toilets</b>					
Queues for toilets and handwashing risk non-compliance with safety measures	H	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Floor markings are in place to enable safety.</li> <li>Children know that they can only use the toilet one at a time.</li> <li>Children are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Children are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Children know of 1 in the toilet at a time routine and sanitise hands on way in and way out of toilet</li> <li>Intimate care routines, e.g. changing nappies, - usual PPE as per normal practise or directed by individual plan.</li> </ul>	
<b>3.7 Medical Rooms</b>					
The configuration of medical rooms may compromise safety measures	H	<ul style="list-style-type: none"> <li>Safety provisions are in place for medical rooms.</li> <li>Additional rooms are designated for Children with suspected COVID-19 whilst collection is arranged as per PPE plan- school children room next to main office- NB- room outside manager's office.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y	<ul style="list-style-type: none"> <li>PPE plan – app2</li> </ul>	
<b>3.8 Reception area</b>					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching safety guidelines	H	<ul style="list-style-type: none"> <li>Safety points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Safety guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>No external visitors/ tutors in school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Main school reception has markings to ensure SD</li> <li>Austin House has floor markings to ensure SD.</li> </ul>	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>No physical money to be passed- electronic payment via council system only for lunch money / nursery fees etc.</li> </ul>			
<b>3.9 Arrival and departure from school</b>					
<b>Children and parents congregate at exits and entrances, making safety measures difficult to apply</b>	H	<ul style="list-style-type: none"> <li>Start and finish times are staggered with parents not allowed on any school yard or plaza, or main school building other than main school reception.</li> <li>The use of available entrances and exits is maximised.</li> <li>Safety guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off, pick-up points and school leaders.</li> <li>Weekly messages to parents stress the need for safety at arrival and departure times.</li> <li>NB children will be dropped off at the Nb entrance door where they will be collected by their Key worker.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staggered times relayed to parents.</li> <li>SD communicated and SLT to be at key entrance/ exit points to ensure safety.</li> </ul>	
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Children with underlying health issues</b>					
<b>Children with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b>	H	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of Children' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of Children with underlying health conditions and any medical condition</li> <li>Where possible parents to administer medication.</li> <li>Where not possible staff to use PPE equipment where safety cannot be used.</li> </ul>	y	<ul style="list-style-type: none"> <li>Messages clearly communicated to staff/ parents and agencies</li> <li>Parents to speak to Mrs Hewitt or Mrs Banks about any Medical issues- where possible parents administer medication. Where not possible PPE to be used by staff.</li> </ul>	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>4.2 Staff with underlying health issues</b>					
<b>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b>	H	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.</li> <li>Current government guidance is being applied.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Audit of availability of staff taken with clear following of Govt guidance.</li> <li>Staff to ensure medical advice taken, e.g. GP, consultant, and relay information to LT/SLT</li> </ul>	
<b>5. Enhancing mental health support for Children and staff</b>					
<b>5.1 Mental health concerns – Children</b>					
<b>Children’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	M	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support Children with mental health issues.</li> <li>Weekly welfare calls to all families</li> <li>There is access to designated staff for all children who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger Children to help talk about feelings).</li> <li>Resources/websites to support the mental health of Children are provided.</li> <li>Well-being manager/ school counsellor support for children, staff and continuing support for the community (via video link, phone or safe 1-1 meeting socially distanced and including time constraints).</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff to promote school ethos fully and support all children through PSHE/ well-being support.</li> <li>Well-being manager available for child/ staff support/guidance.</li> <li>1-1 support for WBM to determined on a case by case basis by pastoral team with location adhering to SD</li> </ul>	
<b>5.2 Mental health concerns – staff</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	M	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>SLT to engage in further CPD inc supporting staff well-being</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff to promote school ethos fully and support all children through PSHE/ well-being support.</li> <li>Well-being manager available for child/ staff support/guidance.</li> <li>1-1 support for WBM to determined on a case by case basis by pastoral team with location adhering to SD</li> </ul>	
<b>Working from home can adversely affect mental health</b>	M	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation or medical reasons have regular catch-ups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any Children who need to stay at home.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	
<b>5.3 Bereavement support</b>					
<b>Children and staff are grieving because of loss of friends or family</b>	L	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Support from authority/ Safeguarding provider</li> </ul>	
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Educational provision must still be maintained for priority children when the school reopens</b>	L	<ul style="list-style-type: none"> <li>• Current government guidance is being followed.</li> <li>• Liaison is continuing with parents</li> <li>• In addition to weekly welfare calls, children are contacted regularly to discuss and support remote learning.</li> </ul>	Y	•	
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	h	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:               <ul style="list-style-type: none"> <li>• Safety rules during evacuation and at muster points</li> <li>• Possible need for additional muster point(s) to enable safety where possible</li> </ul> </li> <li>• Staff and Children have been briefed on any new evacuation procedures.</li> </ul>	y	<ul style="list-style-type: none"> <li>• Staff aware of fire procedures for the room they are in- map in every room to show safest route out of school.</li> <li>• Staff to have daily register for own group.</li> <li>• AK to print daily and have ready for any evacuation.</li> <li>• HHi to have NB register ready for any evacuation.</li> </ul>	
<b>Fire evacuation drills - unable to apply safety effectively</b>	H	<ul style="list-style-type: none"> <li>• Plans for fire evacuation drills are in place which are in line with safety measures.</li> <li>• Fire drill to take place when LA guidance sent out (expected w/c 31.8.20).</li> <li>• Regular fire testing- Friday at 8.45 to take place.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• SD used for evacuation as with all movement around school- staff to have a practice with the children in their bubble</li> </ul>	



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Fire marshals absent due to self-isolation</b>	H	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Fire marshals SLT/ LT/ AK- responsible for evacuation of areas, bringing registers.</li> <li>Caretakers responsible for opening gates- communicating to authority afterwards if false alarm etc (in Community Managers absence)</li> </ul>	
<b>7.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>	M	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	M	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All checks up to date- CT checked and recorded.</li> </ul>	
<b>7.3 Contractors working on the school site</b>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Contractors on-site whilst school is in operation may pose a risk to safety and infection control</b></p>	M	<ul style="list-style-type: none"> <li>• <b>Contractors to operate outside of the hours 8.45-3.30 where possible and will not be allowed into the building for 'routine' jobs- only emergency works.</b></li> <li>• <b>Lateral flow test for contractors on site for more than 30 mins- PPE to be worn by contractors- caretakers to supervise all contractors.</b></li> <li>• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, Children and contractors safe.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place and follow school risk assessment to ensure effective safety is maintained at all times.</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/Children are kept apart.</li> <li>• Safety is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Office staff/ caretakers to enforce and turn away any non-urgent contractors wanting to be in school building during school hours.</li> <li>• Emergency workers will be chaperoned at all times by caretakers. Where multiple contractors from a company are on site, multiple staff will chaperone</li> </ul>	
<p><b>8. Finance</b></p>					
<p><b>8.1 Costs of the school's response to COVID-19</b></p>					



Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>	L	<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school's projected financial position has been shared with governors and LA or trust.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Finance Manager to comply with Govt guidance on additional spend for cleaning products and vouchers and keep totals to be claimed back.</li> <li>• Finance meeting with authority to be arranged.</li> </ul>	
<b>10. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
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		•		•	
		•		•	
		•		•	