

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 and subsequently 2nd July 2020 and 6th January 2021 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Assessment conducted by:	A Harpham	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	2/3/21	Review interval:	Half-termly	Date of next review:	12/4/21
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Related documents	
<p>Trust documents:</p> <p>See COVID-19 section of website www.watertonacademytrust.org</p>	<p>Government guidance:</p> <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <p>Coronavirus (COVID-19): guidance for educational settings</p> <p>COVID-19: cleaning in non-healthcare settings</p>

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: 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 partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> Increase to recommended bubble size to accommodate whole class meets capacity requirements Agreed new timetable and arrangements confirmed for each year group. 	Yes	Parents informed of plans for class/phase bubbles Continued remote home	M
1.2 Organisation of teaching spaces					
Classroom sizes will not allow recommended layout of desks	H	<ul style="list-style-type: none"> Classrooms re-modelled, with chairs and desks facing forwards to minimise face to face contact where possible and appropriate. Unnecessary furniture is removed to provide more space Clear signage displayed in classrooms promoting distancing (adults) and side by side working Consistent class groups in place that do not mix with other groups. 	Yes	All non-essential furniture/items to be removed Signage give clear instructions to support verbal advice Each bubble/phase will not interact with any other during the school day	M
Large spaces need to be used as classrooms	H	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited e.g. assembly Design layout and arrangements in place to enable social distancing. 	Yes	Lunchtimes to be staggered to allow for smaller numbers and appropriate cleaning School is marked out to indicate social distancing measures.	M

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"> Design layout and arrangements in place to enable groups to maintain consistency and minimise contact with other groups 		Staff briefed of all social distancing arrangements	
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to provide home based learning support Flexible and responsive use of teaching assistants and pastoral staff to supervise groups is in place (to be directed by teaching staff). Full use is made of testing to inform staff deployment Trust wide deployment of staff has been considered if appropriate 	Yes	Two-way communication with staff on a on a daily basis via verbal/email/WhatsApp conversations All teaching staff in this group allocated responsibility All staff briefed on responsibilities and safe flexibility	L
	H		Yes	All staff aware of ability to request a test should they become symptomatic with signposting in place This will be acted upon as and when necessary As above	L
1.4 Prioritising provision					
Disruption to education has had a varied impact on pupils	M	<ul style="list-style-type: none"> Plans are in place to meet the identify and support additional learning needs Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. Cross bubble intervention group working is avoided 	Yes	Ongoing communication with parents of all SEND parents to share relevant transition information is taking place. Effective support is in place to meet any need in pastoral support Recommence support from EWO on any relevant attendance matters	L
1.5 The school day					

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)
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Staff do not travel to school together where social distancing cannot be maintained Parents and pupils to be encouraged to walk to school where possible Encourage only 1 parent to attend school with their child(ren) with siblings left at home if appropriate care arrangements are in place. Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff, pupils and parents are briefed and signage provided to identify which entrances, exits and circulation routes to use. Parents/Carers are NOT to enter the school building without a prior appointment (at which point social distancing must apply) A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. Process for removing face masks on arrival at school (for those arriving by public transport) is clearly communicated to parents and pupils. 	Yes	<p>Staff briefings and information sharing conducted to inform</p> <p>Information shared with parents</p> <p>Information shared with parents Through the app and trust website</p> <p>Clear signage Parents communicated with regarding the disposal or storage of facemaks</p>	M
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where required. Corridors are clear of all obstructions to maximise space Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible and is carefully managed to avoid contact e.g. access to toilets Access rooms through external doors where possible 	Yes	<p>Tape and signage indicate how to access areas</p> <p>Plans in place for children to only utilise external doors As above</p> <p>Trust Estates officer agreed plans</p>	L
1.7 Staff workspaces					

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)
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<ul style="list-style-type: none"> Offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Staff rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate 	Yes	<p>Areas reviewed and amended where necessary</p> <p>All staff briefed on Monday 1st June</p> <p>Area cleared of seating and taped</p> <p>Trust estates officer agreed arrangements</p>	L
1.8 Policy/Procedure review					
Existing policies and procedures on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and other stakeholders have been briefed accordingly. Existing school wide emergency procedures have been reviewed in line with new measures and adjusted accordingly Individual pupil and staff emergency procedures and risk assessments have been reviewed and adjusted accordingly All small, consistent groups have access to appropriate first aid, medical and spill supplied within their individual locations 	Yes	<p>Behaviour policy to be updated</p> <p>Parents informed</p> <p>Individual risk assessments to be prepared for individual children</p> <p>All classes have to have access to resources</p> <p>Trust guidance and documentation sits alongside government updates and is fed back to academies</p>	L
1.9 Communication strategy					

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)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	Yes	Elements completed either at school or trust level	L
		<ul style="list-style-type: none"> Consistent message is being delivered throughout the organisation Clear signage and instructions are displayed throughout the site 	Yes	Communications agreed and shared at trust level	
1.10 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> A staff briefing is held for all staff prior to reopening Trust communications are distributed to all staff including those who are home based Staff coming into school after opening receive briefing Regular staff meetings allow for 2 way communication and feedback. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes	Staff briefings conducted, further briefing and training planned for 1 st June Comms share via email/whatsapp	L
			Yes	Ongoing lines of comms in place	
			Yes	Training and information sharing planned for 1st June	
				Trust updates communicated to all stakeholders	

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)
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. Revised documentation is issued to all new staff prior to them starting. 	Yes	<p>One new member of staff will require formal induction</p> <p>As above</p> <p>HR advising on induction of new staff</p>	L
1.11 Free school meals					
Pupils eligible for free school meals do not receive provision during any local lockdown	H	<ul style="list-style-type: none"> All pupils who are eligible for free school meals have been identified and attendance pattern sent to Trust. A plan is in place and communicated to school and family detailing provision. 	Yes	This information is known and retained at trust and school level	L
1.12 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> 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"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes	<p>Risk assessment to be reviewed and signed off by D.Gittens (Estates manager) in w/c 25/5/20</p> <p>Trustees directed Trust SLT to sign off all relevant RAs at each stage of wider reopening</p>	L
1.13 School transport					

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)
Changes to public transport schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departre times	H	<ul style="list-style-type: none"> School will work with individual families to manage attendance/punctuality expectations in light of limitations. EWO is aware of and working with families who are having difficulties in managing attendance 	Yes	Any parent who communicate travel issues will be liaised with in order to support access to provision	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are reviewed and adjusted accordingly School based staff are provided with relevant training and equipment to manage additional cleaning throughout the day. There is frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and in the reception area, using appropriate products and methods 	Yes	<p>Relevant deep cleaning conducted</p> <p>Cleaning supplies, training and equipment to be made available in each area</p> <p>Waste bins to be lined with multiple bags</p> <p>Trust feedback to schools on cleaning contract management to be provided</p>	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)
		<ul style="list-style-type: none"> End of school procedures are in place to maximise available cleaning hours Rigorous checks are carried out by the SLT and site team to ensure that the necessary procedures are being followed Waste bins are emptied twice a day, once after lunch and once at the end of the day. Waste is double bagged, sealed and remains within the room for collection by caretaker following departure of pupils/staff 		<p>Staff to be informed of cleaning procedures</p> <p>Excess furniture and soft furnishings removed</p>	
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	<p>Handwashing facilities audited. Issues identified Supplies ordered Specific staff allocated to cleaning allocated areas</p> <p>Trust procurement managing stock levels at a collective level</p>	M
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Handwashing takes place on entry to school, prior to departure and at set times throughout the day, before and after eating, after coughing/sneezing. Hand sanitiser is provided in locations where hand washing facilities are not readily available. 	Yes	<p>Training conducted on Monday 1st June</p> <p>Daily monitoring by SLT</p> <p>Sanitiser in place in key locations</p>	L
2.3 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Updated guidance on testing has been published. All staff offered LFD testing and results recorded with both the school and via online test result recording All protocols for the distribution and recording of test allocation are in place The guidance has been explained to staff as part of the return to school induction process. 	Yes	<p>Guidance shared on access to testing if required</p> <p>Subsequent testing PCR testing is instructed if a positive LFD is recorded</p>	M

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"> School staff who are symptomatic or self-isolating either because they or members of their household have coronavirus symptoms should book tests directly via the self-referral portal at https://www.gov.uk/get-coronavirus-test 	Yes		M
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 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 pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, 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 clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the Trust 	Yes	<p>Staff to be informed of testing procedure. Trust to be informed of any potential infection within the setting</p> <p>HR to provide guidance to Heads and staff on absence reporting, recording and management</p> <p>Trust communication to be updated and re-sent to all parents/carers and staff for September</p>	L
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19		<ul style="list-style-type: none"> Staff, pupils 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. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	Trust communication to be updated and re-sent to all parents/carers and staff for September	L
Staff, pupils 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"> Staff, pupils 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. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 		<p>Trust communication to be updated and re-sent to all parents/carers and staff for September</p> <p>Signage will be placed in key areas</p>	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)
2.4 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for supporting staff in other schools in the Trust have been agreed. 	Yes	Relevant first aid trained staff deployed across the setting	L
2.5 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control or there is not a dedicated medical room in school	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Appropriate PPE is available within the medical room 	Yes	A room is identified and designated as a medical room and can be used to isolate a person displaying symptoms whilst awaiting collection	L
2.6 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> 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 regular basis using a range of communication tools. A COVID-19 section on the Trust website is created and updated. 	Yes	<p>Ongoing communication with parents</p> <p>Trust comms with all stakeholders sit alongside school and are robust</p>	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via all communication channels. 	Yes	<p>Ongoing communication with parents</p> <p>Trust comms with all stakeholders sit alongside school and are robust</p>	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)
2.7 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) 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. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	<p>Full instructions to be given to staff</p> <p>Trust procurement team securing appropriate PPE</p>	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games. Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured and staggered to support social distancing and are closely supervised. The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents reinforce the importance of social distancing. Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. Individual risk assessments have been reviewed and updated for pupils with additional needs. Concerns have been discussed with parents and a plan agreed where required. 	Yes	<p>All staff to train and remind children of protocols</p> <p>Children to only use classrooms and play areas (EHCP to access atrium)</p> <p>Breaks and lunches are staggered. No contact outside bubbles</p> <p>Adaptations to policy made Monitor updates to social distancing guidelines for schools through DfE and amend this accordingly</p> <p>Individual risk assessments completed</p>	L
3.2 Classrooms and teaching spaces					

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)
The size and configuration of classrooms, teaching spaces and cloakrooms does not support compliance	H	<ul style="list-style-type: none"> • Net capacity assessment completed, with each classroom and teaching space compliant with government guidance (i.e. front facing desks, consistent groups). • All excess furniture has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. • Outdoor learning is planned where possible and appropriate with required social distancing measures in place • Outdoor fixed equipment is limited to use by one bubble. All participants must wash hands after use and are reminded not to touch faces after use. Cleaning of high touch areas is carried out between groups. • Cloakroom areas have been allocated to each consistent group or, where this cannot be managed, temporary cloakroom areas are established within classrooms. 	Yes	<p>Continued arrangements to be in place</p> <p>Trust Estates RA supports arrangements</p> <p>All outdoor play areas are taped off</p> <p>Trim trail in EYFS to be used by one consistent group only. Other shared equipment to remain out of bound initially</p> <p>Children will bring minimum of equipment from home to limit usage of cloakrooms.</p>	L
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	Yes	<p>Children will be restricted to bubble classrooms/playground for the duration of the school day</p>	L
3.4 Break times					

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)
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Yes	Play areas to be set for different bubble to access whilst still social distancing	M
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands before and after eating. Dining area layouts have been configured to ensure social distancing. Tables and chairs have been cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Guidance has been issued to parents and pupils on packed lunches Eating areas are cleaned after lunch. 	Yes	Pupils to each lunch in their bubble Handwashing to take place Tables in bubble are placed to adhere to social distance guide lines. Appropriate floor markings are in place where possible bot in classrooms and around school. Grab bags to be delivered to each classroom. Lunch boxes to be kept on pupils table and not moved All tables and areas to be cleaned by a member of the bubble team	L
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing if required. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Yes	A system is in place whereby one child per bubble can access the toilets between classes. Children will sanitise hands on entry, wash hand before break and lunch and after toilet visits. Touch surfaces in toilets will be wiped down by a bubble partner. Regular hygiene reminders are given to children.	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)
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Parents/Carers are encouraged to use an appointment system to stagger visitors to school Arrangements are in place for segregation of visitors. 	Yes	<p>Clear floor marking is in place in and around the reception area. Staff have been briefed on the limited access to this area. Parents have been informed that there will be no personal appointments and there will be no entry through the main entrance. Deliveries will be limited and visitors limited to essential appointments and met through electronic communication where possible</p>	L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings. Messages to parents stress the need for social distancing at arrival and departure times. Staff observe and report any breaches to SLT. 	Yes	<p>Based upon number registered, staggered arrival/departure time shared with parents. Most entry points minus main entrance to be utilised. Parents informed of safe social distancing procedure expectations. Staff to report ALL concerns. Signage will be in place</p>	L
3.10 Transport					

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)
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. 	Yes	Parents to be informed of risk and guidance given.	M
3.11 Staff areas					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Staff rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate 	Yes	Trust Estates RA supports arrangements	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 		<p>Trust HR team are supporting in this area</p> <p>Shielding will pause on August 1st. A further review of pupils who are shielding will be undertaken prior to return in September.</p>	L
4.2 Staff with underlying health issues					

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)
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	H	<ul style="list-style-type: none"> 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. 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. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Current government guidance is being applied. Staff identified as clinically vulnerable or extremely clinically vulnerable are deployed to roles where social distancing can be maintained. Individual risk assessments are developed and discussed with the member of staff 	Yes	<p>HR to provide updated guidance and communications to Heads/staff</p> <p>Shielding will pause on August 1st. A further review of pupils who are shielding will be undertaken prior to return in September.</p> <p>Individual risk assessment to be conducted with relevant staff prior to recommencement</p>	M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	Yes	<p>A member of staff is trained in ELSA. They will responsive to need.</p> <p>Mental well-being and PHSE will be a priority in teaching DHT to supply ongoing mental health resources to staff</p>	L
5.2 Mental health concerns – staff					

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)
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	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Yes	HR to support where required All staff to be briefed on 1 st June with regards to wellbeing with signposting to appropriate information and resources. Ongoing training in relation to need to be carried out.	L
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Yes	Designated staff member to maintain effective contact with staff at home and respond to need. Appropriate advice on well-being to be shared Where necessary work plans will be agreed with staff including remote learning	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes	Bereavement training courses are being sourced through HR.	L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff 	Yes	Outline procedure to remain the same	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)
		<ul style="list-style-type: none"> ○ Possible absence of fire marshals ○ Social distancing rules during evacuation and at muster points ○ Possible need for additional muster point(s) to enable social distancing where possible ● Staff and pupils have been briefed on any new evacuation procedures. ● Incident controller and fire marshals have been trained and briefed appropriately. 		<p>All exits to remain the same for classrooms Fire marshals updated Social distancing planned for in muster points Staff briefed on Monday 1st June Children briefed on their return</p> <p>Trust Estates team RA</p>	
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> ● Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	As above	L
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> ● An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	Additional staff to be allocated	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> ● Government guidance is being implemented where appropriate. ● All systems have been recommissioned. 	Yes	All government guidance has been adhered to and implemented	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> ● All statutory compliance is up to date. ● Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	<ul style="list-style-type: none"> ● Estates team are co-ordinating additional water system checks. ● Compliance checks have been carried out during closure periods 	L
6.3 Contractors working on the school site					

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>Contractors/supply staff and other external agencies on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • Covid-19 risk assessments/operational plans for key contractors have been provided and checked • 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. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • 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 to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • 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). • Supply staff/other external agencies are provided with site specific guidance and induction on arrival and are reminded of the need for social distancing. • Visitor badge is clearly visible at all times • 	<p>Yes</p>	<p>All contractor companies to be contacted to clarify procedures and protocols for safe working in school settings through trust premises team. All non-essential work/visits to be rescheduled. Risk of entering building is low due to limited foot traffic around school. All social distancing measure applied to any contract workers.</p> <p>Estates Team have conducted tool box discussions with contractors</p>	<p>L</p>
<p>7. Extended provision</p>					
<p>7.1 Breakfast and After School Club Provision</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)
Measures applied through the school day may be different to those at extended provision leading to increased risk of transmission	H	<ul style="list-style-type: none"> Current government guidance is being followed. Extended provision groups are arranged to be as consistent as possible. E.g. by year group/key stage with no mixing between these groups. Clear records are maintained about attendance and group configuration to assist with test and trace operations if required. Hygiene practices continue to be promoted and implemented throughout provision e.g. hand washing, catch it, kill it, bin it etc. Enhanced cleaning is in operation Resource sharing is managed in line with school-based protocol e.g. quarantine or clean resources Advance booking system is in operation to control numbers in line with staff ratios Staff are aware of procedure for dealing with any person displaying symptoms Isolation space is available for anyone displaying symptoms 	Yes	<p>A review of ongoing risk assessments will inform as to when extended school provision can be offered</p> <p>Existing staff will be deployed to plan for the safe reopening of this provision</p>	L
8. Contingency Planning for Outbreaks					
8.1 Responding to local outbreak					
Delay in responding increases risk of transmission within the setting (case confirmed on site)	H	<ul style="list-style-type: none"> All staff aware of and familiar with symptoms and process for reacting to a person on site who is displaying symptoms Resources displayed around school to raise awareness of symptoms Internal communication procedure is known (notify Headteacher, notify Trust SLT) How to access a test information is displayed in key areas Parents are advised and strongly encouraged to have symptomatic child tested and to inform school of the result. Contact details for Public Health England health protection team are known and easily accessible 	Yes		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)
Communication channels cause delay in informing stakeholders	H	<ul style="list-style-type: none"> All new parent information is collected and recorded prior to start of term. Contact detail check for returning pupils has been undertaken and records updated accordingly Communication procedure is in place and known to key staff to cascade information effectively to the community in the event that school is advised to close Staff contact details are checked and updated prior to the start of term. 	Yes	<p>Admin team to ensure all relevant information is collated and verified</p> <p>Effective email communication procedure in place</p>	L
Local lockdown results in return to remote education	H	<ul style="list-style-type: none"> School has continuity plan in place to provide remote education at short notice. Continuity plan makes provision for a return to key worker/vulnerable children on site education. Staff information is up to date to ensure identification of those employees who are vulnerable or extremely vulnerable Pupil information is up to date to ensure identification of those pupils who are vulnerable or extremely vulnerable Appropriate systems are in place to provide remote education in line with curriculum and government guidance 	Yes	<p>Key worker/Vulnerable provision plan re-introduced to facilitate provision for these children</p> <p>Remote learning systems are in place at trust level to support any return to home learning</p>	L

Additional Risk Assessments are in place for:

- Individual staff/pupil who has been identified as CEV (clinically extremely vulnerable)
- Individual risk assessments linked to supporting children with behavioural needs e.g. spitting