

COVID-19:

Operational Risk Assessment for Wider School Opening on

8th March 2021 RA update 9th April 2021

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

Assessment conducted by:	J Coyle K Sanders	Job title:	Headteacher Deputy Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	14 th July 2020 10 th September 2020 3 rd November 2020 16 th November 2020 25 th January 2021 24 th February 2021 9 th April 2021	Review interval:	2 months or as required to reflect regular updates	Date of next review:	May 2021
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Related documents

Trust documents: See COVID-19 section of website www.watertonacademytrust.org	Government guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf
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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 full opening, including government recommended measures					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> Each class in school forms a bubble 	Y	All children in school are taught in class bubble	L
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. 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. 	Y		L
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 	Y	No plans to use the school hall for teaching or assembly	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"> Design layout and arrangements in place to enable groups to maintain consistency and minimise contact with other groups 		Hall will only be used for school meals – children will be seated in class bubbles.	
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 and operate effective home learning	M	<ul style="list-style-type: none"> Staff are deployed to allow safe and effective running of the school 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 work from home/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. A blended model of home learning and attendance at school is utilised until staffing levels improve. Trust wide deployment of staff has been considered if appropriate During Nat. Lockdown - employees who are defined as 'clinically extremely vulnerable' on medical grounds will be advised to work from home or not to come into the workplace if they cannot work from home. In addition, pupils who fall into this category should not attend school. 	Y	School will identify any staff who fall into this category and arrange for them to work from home or otherwise stay at home whilst alternative work to do from home can be found. The same will apply to children – work will be provided for them.	L
1.4 Prioritising provision					
Disruption to education has had a varied impact on pupils	H	<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 not permitted Yr5 will form a bubble on Tuesday afternoon in order to attend regular swimming lessons 	Y	Plans in place do not go across bubble. EWO and DHT to track the attendance of vulnerable pupils closely.	L
1.5 The school day					
The start and end of the school day create risks		<ul style="list-style-type: none"> Staff do not travel to school together where social distancing cannot be maintained 	Y	HT & DHT will manage children at drop off and pick up time.	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)
of breaching social distancing guidelines	H	<ul style="list-style-type: none"> 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. 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. All parents dropping off/collecting children from school will be requested to wear a face covering. HT & DHT (who are present outside school each morning and at home time will wear a face covering). Outside of classrooms, in indoor areas outside of classrooms, anywhere where social distancing is not possible, staff are able to wear a face covering (this is a personal choice made by staff). 		There is a one-way system for drop off and pick up set up around the school. Staggered starts at 10minute intervals.	
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> 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 Outside of classrooms, in indoor areas outside of classrooms, anywhere where social distancing is not possible, staff are able to wear a face covering if they choose to do so (this is a personal 	Y	Children only move in corridors when supervised by teacher or TA. Walk on the left.	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)
		choice made by staff). Primary aged children do not need to do this.			
1.7 Staff workspaces					
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 	Y	Staff room only available for functional purposes – staffroom space created in the school hall. Staff staggered at lunchtime. Maximum number seated is 6 Staff eat in class bubble or in large shared area.	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 	Y	Trust guidance constantly updated and communicated to locality. Trust estates officer checks agreed arrangements	L
1.9 Communication strategy					
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 Consistent message is being delivered throughout the organisation Clear signage and instructions are displayed throughout the site 	Y	See 1.8	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)
1.10 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 and when updates occur Trust communications are distributed to all staff including those who are home based Staff coming into school after opening receive briefing 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 	Y	<p>Staff briefings to share RA will take place</p> <p>On-going staff briefings are planned to reinforce procedures, check on success and discuss any issues arising.</p>	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. 	Y	DHT to continue with the induction of any new staff/supply staff	L
1.11 Free school meals					
Pupils eligible for free school meals do not receive provision during any local lockdown	M	<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. 	Y	Any FSM children not in school (or those attending for part of the week) will access the Government voucher scheme	L
1.12 Risk assessments					

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)
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 	Y	Trust Estates and SLT scrutinise all relevant RAs at each phase of the process.	L
1.13 School transport					
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 departure times	M	<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 	Y		L
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 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 	Y	<p>Cleaning supplies, training and equipment to be made available in each area</p> <p>Trust feedback to schools on cleaning contract management to be provided</p> <p>Every child will collect a work pack with resources required for a two week period. Reading books will go home and be changed every two</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"> 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 Classroom based resources can be shared and used within the bubble with regular cleaning Pupils and staff have own frequently used equipment e.g. pens/pencils that are not shared Cross class/bubble resources are cleaned frequently and meticulously between bubbles or rotated to allow to be left unused and out of reach for 48 hours (72 hours for plastic) between use by different bubbles. Pupil belongings in school are limited to essential items only e.g. lunchboxes and book bags Sharing of resources out of the school environment is limited. Pupils and teachers can take books home but unnecessary sharing should be avoided. 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>weeks when a new work pack is collected.</p> <p>Teachers will complete class marking in school as much as possible and only take home class books to mark if absolutely necessary.</p> <p>No PE kit to be brought to school – children will wear their PE kit to school on the two days when the PE takes place.</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. 	Y	Regularly monitor and maintain supplies. 2 hand santiser bottles per bubble.	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. 	Y		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"> Hand sanitiser is provided in locations where hand washing facilities are not readily available. 			
2.3 Clothing/fabric					
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Staff will not use the fabric chairs in the staffroom 	Y	In class – staff fabric chairs are used by one member of staff only	L
2.4 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"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the return to school induction process. The Trust has registered as an employer on the government testing portal and named co-ordinators have been communicated to schools 	Y	Follow all guidance as received	L
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 	Y	<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>	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)
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	H	<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. 	Y	Trust communication to be updated and re-sent to all parents/carers and staff for September	M
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. 	Y	Trust communication to be updated and re-sent to all parents/carers and staff for September	M
2.5 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. 	Y		L
2.6 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 	Y	<p>Group room 2 has been identified and designated as a medical room and can be used to isolate a person displaying symptoms whilst awaiting collection</p> <p>Trust procurement team to ensure provision is resourced.</p>	L
2.7 Communication with parents					

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)
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. 	Y	Trust and school communicate with parents - regularly updated	M
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. 	Y	Details have been added to all communications with parents	M
2.8 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. 	Y	<p>School has a large stock of PPE Reminders of use of PPA will take place in staff briefings</p> <p>The trust now hold extensive PPE in stock</p>	M
3. Maximising social distancing measures					
3.1 Pupil behaviour					

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' 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. 	Y	Monitor updates to social distancing guidelines for schools through DfE and amend this accordingly	M
3.2 Classrooms and teaching spaces					
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 • Cloakroom areas have been allocated to each consistent group or, where this cannot be managed, temporary cloakroom areas are established within classrooms. 	Y	Compliance is now wherever possible and arrangements align with this approach.	L
3.3 Movement in corridors					

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)
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. 	Y	All movement of children in corridors is minimised and supervised. Children have staggered use of toilets and corridors.	L
3.4 Break times					
Pupils may not observe social distancing at break times	M	<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. 	Y		L
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. • 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 (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch. • Staggered arrangement to eat hot meal in the hall. All tables and chairs cleaned between sittings. All children take own water bottle to minimise contact points on water cups/jugs. • Children eating sandwiches (in KS2) remain in classrooms. 	Y	Hot Meals were introduced 1/10/20 Children eating hot meals in hall (3 sittings) children eating packed lunch in classrooms	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)
3.6 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. Pupils know that they can only use the toilet in a small group of 3/4 children and from the same class bubble. 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. 	Y		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 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. No parent visitors to school only essential visitors allowed after prior agreement with HT 	Y		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. 	Y		M
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. 	Y		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 	Y		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. 	Y	A list of children who need to shield will be compiled and appropriate provision put in place	M
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 	Y	<p>HR to provide updated guidance and communications to Heads/staff Shielding will pause on 1st Aug.</p> <p>A further review of staff who are shielding will be undertaken prior to return in Sept in line with any Gov. updates. It is expected that shielding individuals will return.</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. 	Y	<p>Training requirements to be communicated to HR Staff returning to work have completed a large amount of online training regarding mental health, safeguarding and well-being. School will continue to implement the PSHE Jigsaw prog. which has been updated in line with COVID-19</p>	M
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. 	Y	HR to support where required	M
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. 	Y	HR to support where required	M
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. 	Y	Bereavement training courses are being sourced through HR.	M
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 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 	Y	<p>All staff and pupils briefed – procedures remain the same.</p> <p>Trust estates to sign off</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"> Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 			
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. 	Y	Fire drill planned each term as usual	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. 	Y	All five Fire Marshalls are attending work	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	L	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Y	School has remained open and Caretaker has been vigilant.	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<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. 	Y	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)
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 style="text-align: center;">M</p>	<ul style="list-style-type: none"> • COVID-19 risk assessments/operation plans for key contractors have been provided and checked • 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 • All visitors to school that are unable to social distance should discuss with the HT and wear a face covering as required. 	<p>Y</p>	<p>Red Brick briefed by Trust – staff will phone ahead if attending site.</p> <p>Only essential work undertaken and where possible after school</p>	<p style="text-align: center;">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 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 	Y	Before and After School Bubbles have been set up: Rec and Pre-School Year 1/2 Year 3/4 Year 5/6 All bubbles are in different spaces across school. Staff do not work across bubbles Same emergency isolation space used as during school day	M
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 	Y	Ongoing trust guidance will be made available	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)
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. 	Y	Trust comms are regular and placed on media platforms	M
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 	Y	<p>An on line learning platform (Microsoft teams) is in place so that children (Y1-6) who are working at home can access work immediately. Rec children access home learning through the Evidence Me App. Every 2 weeks parents collect a work pack to support the home learning and change reading books.</p> <p>All children will complete their work in their homework book. Additionally home resources (paper pens etc) will be supplied by school as required.</p>	M

Additional Risk Assessments are in place for:

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