



Consilium  
Academies

# OPERATIONAL RISK ASSESSMENT FOR SCHOOL OPENING



RESPONDING TO COVID-19

HEWORTH GRANGE



## COVID-19: Operational risk assessment for school reopening

Assessment conducted by:	G Cuthbertson	Job title:	Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	13/01/2021	Review interval:	As and when required	Date of next review:	
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Related documents	
Trust documents:	<p><b>Government guidance:</b></p> <p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19): guidance for educational settings</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p>

### Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> <li>Vulnerable students and children of keyworkers return to site only</li> <li>Students split into year group bubbles</li> <li>Agreed new timetable and arrangements confirmed for each year group.</li> <li>Staggered entry times from 9am for each year group</li> <li>Breaks will be staggered</li> <li>Lunch will be staggered</li> <li>Arrangements in place to support pupils when not at school with remote learning at home.</li> <li>New arrangements timetabled and communicated with parents, carers and teachers</li> </ul>	Yes	All students wear masks in communal areas	L
<b>1.2 Organisation of teaching spaces</b>					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> <li>2 metre gap between teacher and student</li> <li>Classrooms re-modelled, with chairs and desks in place to allow for social distancing</li> <li>Classrooms remodelled facing forward</li> <li>Clear signage displayed in classrooms promoting social distancing.</li> <li>Clear signage promoting hygiene and handwashing</li> <li>Hand sanitisers within every classroom at the door for use on entry and egress</li> </ul>	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)
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> <li>Design layout and arrangements in place to enable social distancing.</li> <li>Bubbles only to use areas</li> <li>Dining hall to be cleaned thoroughly between bubbles 'use'</li> <li>Fogger to be used if needed</li> <li>PE to use external spaces where possible.</li> <li>When using inside spaces - no mixed bubbles, space between teacher and students applied – fogging where required.</li> </ul>	Yes		L
<b>1.3 Availability of staff and class sizes</b>					
The number of staff who are available is lower than that required to offset the required provision in school and operate effective home learning	M	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned using cover contact email and telephone line</li> <li>Flexible use of staff in line with government guidance</li> <li>Appropriate use of non-teaching staff to provide supervision where required.</li> <li>Government testing programme is promoted for definitive diagnosis</li> <li>Those staff who have received an NHS shielding letter to work from home only</li> <li>All staff to adhere to strict social distancing measures and report any conditions or covid symptoms appropriately.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to offer support and supervision is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> <li>LOA are managed effectively to ensure a register of staff available</li> <li>All offsite trips are disallowed</li> <li>Agency staff are used where appropriate and measures from the agency are clearly applied. Staff are fully inducted.</li> </ul>	Yes	<p>Risk Assessments have been received for supply companies.</p> <p>Remote learning provision in place</p>	L
<b>1.4 Prioritising provision</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</b>	M	<ul style="list-style-type: none"> <li>Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.</li> <li>Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>Efforts continue to improve the attendance, engagement and contact with vulnerable pupils and those from disadvantaged backgrounds.</li> </ul>	Yes		L
<b>1.5 The school day</b>					
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Duty staff managing social distancing and staggering exits and entries</li> <li>Main entrance used for all students supervised waiting in open area at front of school socially distanced</li> <li>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Attendance patterns have been optimised to ensure maximum safety.</li> <li>Sanitising units are placed on all entrances and exits</li> <li>Extra curricular activities are not currently running.</li> </ul>	Yes		L
<b>1.6 Planning movement around the school</b>					
<b>Movement around the school risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> <li>Appropriate distancing is marked wherever possible</li> <li>One way system clearly displayed</li> <li>Sanitising units on entrance and exit</li> <li>Supervision is prominent and proactive</li> </ul>	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)
<b>1.7 Curriculum organisation</b>					
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	M	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning</li> <li>Home and remote learning is in place supported by laptop loans where possible for those with no device</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> <li>Curriculum reviews held and plans to close gaps incorporated</li> </ul>	Yes	Laptops can be provided to children in event of lockdowns for home learning – allocation provided by DFE Remote learning provision provided	L
<b>1.8 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Fogged fabric seating with antiviral coating</li> <li>Cleaning materials provided to all staff to wipe surfaces following use.</li> <li>Staff have been briefed on the use of these rooms.</li> <li>Where configuration cannot be applied a no entry will be applied.</li> <li>A common sense approach to sharing small spaces must be used on an individual basis supplies are provided to clean down surfaces.</li> <li>Shared seating is not permitted unless staff can distance and wipe down after use accordingly</li> </ul>	Yes	Microwave and kettles provided to each staff base reducing risk of transmission between staff.  Maximum numbers applied to rooms/hubs based on 2 metre distance measures.	L
<b>1.9 Managing the school lifecycle</b>					
<b>Limited progress with the school's summer term calendar and workplan because of COVID-19 measures</b>	M	<ul style="list-style-type: none"> <li>School calendar for the summer term rationalised.</li> <li>Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</li> <li>Staff recruitment for September 2020 completed.</li> <li>Curriculum and timetable for September 2020 completed.</li> <li>Staff induction planned accordingly</li> </ul>	Yes		L
<b>1.10 Governance and policy</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
LAB members are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> <li>Online meetings are held regularly with LAB Members.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> <li>Chair to be contacted as soon as possible regarding any changes to school operation as a matter of courtesy.</li> </ul>	Yes		L
<b>1.11 Policy review</b>					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>All policies to be reinstated</li> <li>Fire policy applies as separated on MUGA during evac and can maintain bubbles.</li> <li>Fire evacuations successful – 2 in first half term</li> </ul>	Yes		L
<b>1.12 Communication strategy</b>					
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"> <li>Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Yes		L
<b>1.13 Staff induction and CPD</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> <li>Staff briefings held for all staff prior to reopening on INSET days, and include:</li> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> <li>COSHH paperwork included for handwash etc in COSHH file.</li> <li>Line Managers clearly identified including SCITT and Teachfirst</li> </ul>	Yes		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"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>Department meetings where required held online</li> <li>New staff contacted an given additional induction before school summer closure</li> <li>Line Managers clearly identified including SCITT and Teachfirst</li> </ul>	Yes		L
<b>1.14 Free school meals</b>					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are in school	L	<ul style="list-style-type: none"> <li>Weekly food parcels available for collection for students working remotely</li> <li>Drop off available for those isolating</li> <li>Students in school – hot and cold food options available</li> </ul>	Yes	School meals fully accessible	L
<b>1.15 Risk assessments</b>					
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"> <li>Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	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)
<b>1.16 School transport</b>					
Changes to bus 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"> <li>School day for students on site starts at 9am.</li> <li>The details of how pupils will travel to and from school are known prior to opening.</li> <li>SIMS updated accordingly.</li> <li>Students must wear masks on public transport</li> </ul>	Yes		L
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
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"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased if required.</li> <li>Cleaning supplies available for surfaces to be disinfected after use.</li> <li>Fogger can be used to disinfect and coat large spaces regularly.</li> </ul>	Yes	Cleaning staff increased to include day cleaning.	L
<b>2.2 Hygiene and handwashing</b>					
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"> <li>Handwashing facilities and sanitiser dispensers are present in each classroom and in central areas.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>One year supply agreed with Rentokil</li> <li>Hand sanitiser to be placed at School entrance and exit – Free standing – Fixed</li> <li>Sanitising spray and blue roll in each classroom,</li> <li>Gloves, aprons and masks are available onsite</li> <li>Free standing hand sanitiser stations located outside be entry and around building.</li> </ul>	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)
<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School staff monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>Staff supervision used a 'reminders' at key points – toilet and entrance.</li> </ul>	Yes		L
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> <li>Expectations that school staff change clothes daily</li> </ul>	Yes		L
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Fabric furniture fogged regularly in an antiviral coating which remains on the surface for up to 30 days.</li> </ul>	Yes		L
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Staff to leave site immediately if they or anyone anyone in their household present symptoms of coronavirus.</li> <li>Any member of staff with Covid-19 symptoms to isolate and take a PCR test.</li> <li>LFT available on site wherever possible for staff from 11/01/2021 weekly testing encouraged for staff required to attend school site.</li> <li>Any staff testing positive on a LFT required to isolate and confirm result on a PCR test.</li> <li>Daily LFT offered to staff as an alternative to isolating after close contact with a positive case.</li> </ul>	Yes	<p>Testing routes accelerated by notification to DFE by K Gordon.</p> <p>Postal PCR tests available in school to take home</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)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes requesting PCR testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>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 <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the local authority.</li> <li>Bubbles system applied allows track and trace</li> </ul>	Yes		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"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes		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"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>Public Health Protection Team contacted - PHE North East Health Protection Team, Floor 2 Citygate, Gallowgate, Newcastle upon Tyne, NE1 4WH</li> </ul>	Yes		L
<b>2.5 First Aid/Designated Safeguarding Leads</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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"> <li>First Aid certificates extended for three months.</li> <li>Arrangements in place for support to be provided by another DSL within the Trust should the School's DSL be unavailable.</li> <li>Staff at Heworth &amp; Washington trained 13/07/2020</li> </ul>	Yes		L
<b>2.6 Medical rooms</b>					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases.</li> <li>Appropriate PPE available to staff for medical / first aid incidents</li> <li>Staff retrained July 2020 where required</li> <li>Temperature (non-contact) sensors are available</li> </ul>	Yes		L
<b>2.7 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>Letters from Headteacher reminding parents and carer of COVID related safety information</li> </ul>	Yes		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"> <li>Key messages in line with government guidance are reinforced regularly via email, text and the school's website.</li> <li>Business support officer to make calls to parents who do not adhere to rules</li> </ul>	Yes		L
<b>2.8 Personal Protective Equipment (PPE)/</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>• 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.</li> <li>• Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>• Large stocks of PPE on site</li> </ul>	<p>Yes</p>	<p>TA's provided PPE – Mask, Gloves, apron</p>	<p>L</p>
<p><b>3. Maximising social distancing measures</b></p>					
<p><b>3.1 Pupil behaviour</b></p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p><b>Pupils' behaviour on return to school does not comply with social distancing guidance</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings.</li> <li>• Staff model social distancing consistently.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• Behaviour policy and any rooms associated are communicated clearly to staff.</li> </ul>	<p>Yes</p>		<p>L</p>
<p><b>3.2 Classrooms and teaching spaces</b></p>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance</li> <li>• Forward facing where possible</li> <li>• Bubbles maintained</li> <li>• All chairs not in use has been removed from classrooms and teaching spaces.</li> <li>• Arrangements are reviewed regularly.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Classrooms well ventilated</li> <li>• Windows and doors open to ensure flow of air</li> <li>• Mechanical ventilation, external air source switched on.</li> <li>• Heating settings adjusted to provide balanced temperature.</li> <li>• Staff to provide updated guidance received by HT to students on uniform requirements/expectations during colder months.</li> </ul>	L
<b>3.3 Movement in corridors</b>					
<b>Social distancing guidance is breached when pupils circulate in corridors</b>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Corridors are divided where feasible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> </ul>	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)
<b>3.4 Break times</b>					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• Pupils are kept within their assigned 'bubbles' during social times.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> </ul>	Yes		L
<b>3.5 Lunch times</b>					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> <li>• Patterns have been staggered to reduce peak catering demand, bubble maintained</li> <li>• 30 minute lunch provision is applied</li> <li>• Cashless Catering</li> <li>• Sanitiser available throughout areas for lunch and on resuming lessons</li> <li>• Pre-wrapped disposable covers for food – no plates or utensils</li> <li>• Task based for all staff to ensure effective distanced working</li> <li>• PPE provided at tills</li> <li>• Floor markings clear</li> <li>• Self-service removed</li> <li>• Staggered line up for till system applied and supervised</li> </ul>	Yes		L
<b>3.5 Lunch times</b>					
Pupils and staff may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> <li>• An assessment of the kitchen has been made to allow for staff to have a separate workbench</li> <li>• Safe working zones, complying with social distancing have been marked out in the kitchen</li> <li>• Additional PPE has been provided where social distancing can't be fully maintained.</li> <li>• Floor markings have been installed in canteen to support social distancing</li> <li>• Self-service facilities have been removed</li> <li>• Social distancing and hygiene signage is prominently displayed.</li> <li>• High frequency touch points have been identified and cleaning rotas have been increased accordingly and cleaning stations have been placed around the catering facilities</li> </ul>	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)
		<ul style="list-style-type: none"> <li>• A table by table queuing system is in place and clearly communicated to facilitate social distancing measures</li> <li>• Cashless payment stations are moved or screens have been installed to enable social distancing measures and cleaning stations have been placed nearby.</li> <li>• Cutlery washed in industrial dishwasher</li> <li>• The number of students entering the dining area is managed to maintain social distancing and they stay within their groups.</li> <li>• The dining area has been reconfigured to provide social distancing measures</li> <li>• Pupils are to self-clear tables</li> <li>• Seating that is not to used has either been removed or clearly marked</li> <li>• The implications of social distancing and workflow management in the kitchen is a factor in determining the food offer that can be provided.</li> <li>• An assessment has been made of the implications of removing chef stations, self-service counters or any other changes on the catering offer</li> <li>• An assessment has been made on the impact of supply restrictions</li> <li>• If social distancing can't be implemented in the kitchen, servery and dining areas consideration has to be given to offer grab and go.</li> <li>• Personal hygiene and handwashing procedures have been reinforced with all team members</li> <li>• Disposable gloves and aprons are available and worn for cleaning and clearing away</li> <li>• Workflow has been planned to allow social distancing when serving, clearing and cleaning</li> <li>• Masks provided to staff at tills</li> <li>• Tables cleaned between 'bubbles'</li> <li>• Workflow has been planned to allow social distancing when serving, clearing and cleaning</li> <li>• Cleaning materials kept separate from school cleaning staff compliment</li> <li>• Staff maintain key areas of responsibility to lesson contact with students.</li> </ul>			
<b>3.6 Toilets</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> <li>• Queuing for toilets and hand washing are monitored.</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Pupils know that they can only use the toilet one at a time.</li> <li>• The toilets are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands.</li> </ul>	Yes		L
<b>3.7 Medical Rooms</b>					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• Appropriate PPE available to staff for medical / first aid incidents</li> <li>• Non contract thermometers are available</li> <li>• Gloves, masks and aprons available</li> <li>• Hazardous wasted packs provided to FA and site staff.</li> </ul>	Yes		L
<b>3.8 Reception area</b>					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> <li>• Parents informed of appointment basis only</li> <li>• Student reception and main reception separate</li> <li>• Inentry sign in</li> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Perspex screens used where possible.</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Arrangements are in place for segregation of visitors.</li> </ul>	Yes		L
<b>3.9 Arrival and departure from school</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> <li>Start and finish exits are segregated.</li> <li>The use of available entrances and exits is maximised.</li> <li>Staff supervision maximised at key points on key times</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Yes		L
<b>3.10 Transport</b>					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> <li>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 on public transport.</li> <li>Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> <li>Public notices are communicated to students</li> </ul>	Yes		L
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					
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"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	Yes		L
<b>4.2 Staff with underlying health issues</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Staff with an NHS shielding letter advised to work from home.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 will be considered on a case by case basis.</li> <li>Current government guidance is being applied.</li> <li>Trust HR lead notified of staff affected</li> </ul>	Yes	CEV – work from home Pregnancy – notified and RA provided by HR.	L
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
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"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings.</li> <li>Resources/websites to support the mental health of pupils are provided.</li> <li>School counsellors provided</li> </ul>	Yes		L
<b>5.2 Mental health concerns – staff</b>					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> </ul>	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)
<b>Working from home can adversely affect mental health</b>	H	<ul style="list-style-type: none"> <li>• Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> <li>• OHU referrals where required</li> </ul>	Yes		L
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	H	<ul style="list-style-type: none"> <li>• The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>• Support is requested from other organisations when necessary.</li> </ul>	Yes		L
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					
<b>Educational provision must still be maintained for priority children</b>	H	<ul style="list-style-type: none"> <li>• Current government guidance is being followed.</li> <li>• Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.</li> <li>• The facility for full-time attendance is available where required</li> <li>• Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> </ul>	Yes		L
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>Reduced numbers of pupils/staff</li> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire wardens have been trained and briefed appropriately.</li> </ul>	Yes	2 successful evacs conducted.	L
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire wardens to cover any absences and staff have been briefed accordingly.</li> </ul>	Yes		L
<b>7.2 Managing premises on reopening after lengthy closure</b>					
All systems may not be operational	H	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Yes		L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> </ul>	Yes		L
<b>7.3 Contractors working on the school site</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	H	<ul style="list-style-type: none"> <li>• An assessments are carried out to see if additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• Assurances sought from 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.</li> <li>• 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.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	Yes		L
<b>8. Finance</b>					
<b>8.1 Costs of the school's response to COVID-19</b>					
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>	M	<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school's projected financial position has been shared with the trust.</li> </ul>	Yes	Risk managed by central Trust team	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)
		•			
<b>9. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
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