

OPERATIONAL RISK ASSESSMENT FOR REOPENING CHECKS AND BALANCES:

RESPONDING TO COVID-19

A toolkit to support leaders as they reopen schools

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COVID-19: Draft 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 11 May 2020 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](#)

Assessment conducted by:	AMY FRY HELEN MCGOVERN	Job title:	DEPUTY HEAD HEADTEACHER	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	29 May 2018 Updated 1 & 4 June 2020 15 June 2020	Review interval:	Weekly	Date of next review:	7 June 2020 22 June 2020

Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <ul style="list-style-type: none"> 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 Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

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		<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home. 	Yes	Max 108 pupils (90 Y6 & 18 KW & V) Online home learning to continue via MyMaths, SeeSaw, Read theory supplemented by paper copies where needed	

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)
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing		<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class). Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In primary schools, classes stay together with their teacher and do not mix with other pupils. 	Yes	8 classrooms needed restricted to Y6 and Y5 classrooms if necessary for Y6 and Tony Buzan & Maya Angelou for KW&V pupils	
Large spaces need to be used as classrooms		<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	Hall may be used. Limited to 15 children. Dining hall not in use.	
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		<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 teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 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. 	Yes	Survey completed. Sufficient staff able to teach 8 groups (one teacher & 1 TA) taking into account clinically vulnerable and those with potential child care issues. Additional staff available to cover	

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)
1.4 Prioritising provision					
<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</p>		<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. 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. A plan is in place for the phasing in of the other cohorts. 	Yes	<p>All KW & V children contacted and invited to attend. Support from SENCo and safeguarding team to continue for all those choosing not to return. Individual pupil RAs as necessary. Part-time placements as necessary</p>	
1.5 The school day					
<p>The start and end of the school day create risks of breaching social distancing guidelines</p>		<ul style="list-style-type: none"> 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 and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. 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. 	Yes	<p>Three start and departure times established</p> <p>Guidance for pupils, parents and staff in place</p> <p>Induction for pupils including PHSE and new guidance</p> <p>New home-school agreements</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)
1.6 Planning movement around the school					
<p>Movement around the school risks breaching social distancing guidelines</p>		<ul style="list-style-type: none"> ● Circulation plans have been reviewed and revised. ● One-way systems are in place where possible. ● Corridors are divided where feasible. ● Appropriate signage is in place to clarify circulation routes. ● Pinch points and bottlenecks are identified and managed accordingly. ● Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. ● Lesson change overs are staggered to avoid overcrowding. ● Pupils are regularly briefed regarding observing social distancing guidance. ● Appropriate duty rota and levels of supervision are in place. 	Yes	<p>One-way system established in Y6 corridor</p> <p>Pupils to use external access where possible.</p> <p>Keep left protocol to be established</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)
1.7 Curriculum organisation					
<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>		<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Yes	<p>Y6 teachers to focus on secondary readiness. Maintaining Y6 Reading, writing and Maths. PHSE and physical activity. Y6/7 Enfield transition project to be completed.</p> <p>KW & V teachers to focus on numeracy and literacy, particularly reading.</p> <p>Home learning to continue</p>	
1.8 Staff workspaces					
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>		<ul style="list-style-type: none"> • Staff rooms and 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. 	Yes	<p>4 person limit in staff room Office work stations rearranged Doors labelled to limit numbers in rooms Additional room in Archimedes to increase capacity for staff Staff guidance given Lunch rota minimised high numbers</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)
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures		<ul style="list-style-type: none"> • School calendar for the summer term rationalised. • Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. • Staff recruitment for September 2020 completed. • Curriculum and timetable for September 2020 completed. 	In process	Recruitment for September completed Whole school recovery plan in process September 2020 timetabling and curriculum refinement to be completed before end of term	
Pupils moving on to the next phase in their education do not feel prepared for the transition		<ul style="list-style-type: none"> • A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents are planned. 	In Process	Secondary information forms completed and sent to receiving schools. Y2 tours took place in November. Prospectus on website Transition arrangements to be agreed with Carterhatch Infants	

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 Governance and policy					
Trustees/LEC members are not fully informed or involved in making key decisions	High	<ul style="list-style-type: none"> • Online meetings are held regularly with LEC members and Trustees. • Trustees/Executive are involved in key decisions on reopening. • Trustees/LECs are briefed regularly on the latest government guidance and its implications for the school. 	Yes		Low
1.11 Policy review					
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	High	<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 governors have been briefed accordingly. 	In process		Low
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	High	<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	Newsletter and letters on website. Weekly calls to vulnerable families. Daily contact through SeeSaw. Regular staff email communication and virtual meetings. LEC meeting May 2020. LA contact as necessary. HT Rep emails.	Low

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)
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> • A revised staff handbook is issued to all staff prior to reopening. • 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 	In Process	Staff guidance shared with staff	
New staff are not aware of policies and procedures prior to starting at the school when it reopens		<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting. 	Partial	Induction procedures well established and to continue Staff handbook revisions completed.	
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school		<ul style="list-style-type: none"> • A member of the school’s administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Yes	Attendance of FSM pupils to be closely monitored. Vouchers withdrawn for first full week of opening.	
1.15 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.		<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	Continued review of operational RA, staff and pupil guidance	

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)
1.16 School transport					
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"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	N/A	School transport not used	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 increased. 	Yes	Cleaners have returned to normal working hours Review of site staff and cleaners working patterns to ensure focus on door handles, toilets, and lidded bins emptied throughout the day. Equipment including hall mats and outside gym to be cleaned after every use Hand sanitiser in key areas.	M
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	High stock levels of handwash, moisturising cream, paper towels and hand sanitiser locations Restocking checks throughout the day.	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. 	Yes	Staff and pupil guidance. Incorporated into timetabled routines (established prior to lockdown) reinforced and stepped up. Signage in classes and communal areas	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)
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading		<ul style="list-style-type: none"> • Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. • Expectations and guidance are communicated to parents. 	Yes	Communicated in parent and pupil guidance. To be reinforced in further communications	
The use of fabric chairs may increase the risk of the virus spreading		<ul style="list-style-type: none"> • Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. 	Yes	Removed from shared staff areas.	
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing		<ul style="list-style-type: none"> • Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • Post-testing support is available for staff through the school's health provider. 	Yes	NHS test guidance on website and in staff guidance	
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		<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 member 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 or local authority. 	Yes	Monitoring of absence procedures in place Formalising of procedures for use of testing to be established and communicated prior to wider opening	

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		<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	Formalised prior to opening and communicated in staff, pupil and parent guidance and induction	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<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. 	.Yes	Formalised prior to opening and communicated in staff, pupil and parent guidance and induction	
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		<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 sharing staff with other schools in the locality have been agreed. 	Yes	All TAs have up to date first aid training. All groups have first aid kits and PPE and an iPad to record on ScholarPack	

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)
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control		<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. 	Yes	Isolation room prepared and resourced Medical room out of use (too small)	
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<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 weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. • Parent and pupil handbooks created. 	Yes	School parent communication system well established. Parents updated regularly by text, newsletter. Website has dedicated COVID-19 section. Parent and pupil guidance	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> • Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes		

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)
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<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	Instructions – see Link to PPE posters on p4 of this document Posters on display	

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. Maximising social distancing measures					
3.1 Pupil behaviour					
<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>		<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, electronic boards, 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 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. 	Yes	<p>Addendum to behaviour policy</p> <p>Communicated in initial letter and parent/pupil guidance</p> <p>Home school agreement</p> <p>Induction for pupils on first day.</p>	
3.2 Classrooms and teaching spaces					
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>		<ul style="list-style-type: none"> • Home base arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Yes		

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)
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors		<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. ● Where possible, pupils stay in classrooms and staff move around. ● Lesson change overs are staggered to avoid overcrowding. ● Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. ● Appropriate supervision levels are in place. 	Yes	One-way system in place in Y6 corridor with separate entrance and exit doors. Keep Left signage Pupils to use external entry and exit points where possible (Rooms for KW & V have direct access via external doors) Play areas zoned Signage throughout school	
3.4 Break times					
Pupils may not observe social distancing at break times		<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	Staggered timetable in place and Playground areas zoned Social distancing signage	

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)
3.5 Lunch times					
<p>Pupils may not observe social distancing at lunch times and guidance</p>		<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 (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch. • Water bottles to be encouraged and the use of water fountains should be discouraged. 	Yes	<p>Dining hall out of use. Meals to be delivered to classroom. Pupils to eat in class or outside (weather permitting) Staggered lunch break times and play area zoning Procedures for packed lunches Procedures for cleaning prior and after eating</p> <p>Water fountains disabled All children to be encouraged to bring individual water bottle.</p>	
3.6 Toilets					
<p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>		<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. • 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. Lidded pedal bins should be used or bins regularly emptied and sanitised • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Disconnect hand dryers and use paper towels instead. 	Yes	<p>Supervised access to toilets throughout the day</p> <p>Two pupils at a time</p> <p>Good handwashing signage</p> <p>Lidded bins</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)
3.7 Medical Rooms					
<p>The configuration of medical rooms may compromise social distancing measures</p>		<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. 	Yes	<p>Medical room not in use (too small)</p> <p>All classes have own first aid and PPE</p> <p>Charles Darwin room set up as isolation room (direct access to outside).</p>	
3.8 Reception area					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>		<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. • Arrangements are in place for segregation of visitors. 	Yes	<p>No visitors unless absolutely necessary – outside school hours by appointment only</p> <p>Deliveries left outside</p> <p>2m markings along access path</p>	
3.9 Arrival and departure from school					
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>		<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, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes		

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)
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	High	<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. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	Yes N/A	Guidance in place and communicated including website, letters and newsletters	Low
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	High	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 	Yes		Low
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	High	<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. 	Yes	Guidance signposted on website Reinforced in further communication prior to wider opening	Low

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)
4.2 Staff with underlying health issues					
<p>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</p>		<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 relating to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. • Current government guidance is being applied. 	Yes	<p>Survey completed Database compiled. Clinically vulnerable teachers to continue to work from home.</p>	
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
<p>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>		<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>Trained mental health first aider. Website resources Induction lessons</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)
5.2 Mental health concerns – staff					
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		<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 have been signposted to useful websites and resources. 	Yes		
Working from home can adversely affect mental health		<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	Regular Google meets	
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family		<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	Trained Learning mentor EP service support	

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)
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens		<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Yes	All eligible children have been constantly communicated with (and logged). This will continue for non-returners after wider opening.	
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: • 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 • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	Procedures reviewed Communicated to staff prior to wider opening	

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 evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	Procedures communicated with staff Fire drill in first week of wider opening	
Fire marshals absent due to self-isolation		<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	Reviewed and shared with staff	
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	School has remained open throughout lockdown. Recommissioning procedures being followed	
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		<ul style="list-style-type: none"> 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. Temperature checks are carried out on arrival and before entering the school building. 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. 	Yes		

		<ul style="list-style-type: none"> 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). 			
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)
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening, places the school in financial difficulties		<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of- year forecast which factors them in has been produced. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are monitored options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or trust. 	Yes	Additional costs recorded and monitored	

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)
9. Governance					
9.1 Oversight of the LECs/Trust Board					
<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>		<ul style="list-style-type: none"> • The Trustees and LECs continues to meet regularly via online platforms. • The Trust Board and LECs agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The HT's report to LEC's includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of LECs and those Trustees with designated responsibilities is in place. • Minutes of LEC's and Trust Board body meetings are reviewed to ensure that they accurately record members/trustees' oversight and holding leaders to account for areas of statutory responsibility. 	Yes		
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
10.1 Staff in potentially vulnerable categories including BAME					
<p>Staff within the BAME group identify measures have not been put in place to protect them</p>		<ul style="list-style-type: none"> • PPE availability • Ability to raise concerns with senior staff • Ability to effectively social distance • All concerns regarding attendance discussed with HT/DHT • Members of staff who are BAME have been asked to seek and act on the advice of their GP 		<p>All concerns to be raised with HT/DHT</p> <p>PPE available at all times</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)
10.2 Staff who may have difficulty in attending due to transport issues					
Staff concerned about overcrowding on public transport	M	<ul style="list-style-type: none"> ● PPE availability ● Ability to raise concerns with senior staff ● All concerns regarding attendance discussed with HT ● Current government guidance is being applied 	Yes	PPE available at all times All concerns to be raised with HT Flexible start/finish times to be arranged with HT	L
10.3 Staff who may have difficulty in attending due to childcare issues					
Staff concerned due to childcare issues	M	<ul style="list-style-type: none"> ● PPE availability ● Ability to raise concerns with senior staff ● All concerns regarding attendance discussed with HT ● Current government guidance is being applied 	Yes	All concerns to be raised with HT Consider school age staff children to be on site	L