

COVID-19: Operational Risk Assessment for School Reopening in Sept 2021

SCHOOL NAME:

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Lisa Golding – Headteacher	1/9/2021	31/10/21	Staff, pupils, parents, visitors, volunteers, contractors

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of the school and ensure the school continues to operate in a safe way. This risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education: [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/actions-for-schools-during-the-coronavirus-outbreak)

Note: this template is based on current guidance as of July 2021 and that the situation may change by September

Other Related Documents:

Relevant Existing Policies	Local Authority/Trust/Union documents	Recent Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2012 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	Covid19 Education and Skills Service Strategy (July 2021) Education and Skills Service Recovery Planning support for schools (May 2021) Note: The Joint Trade Unions have called on the Government to reintroduce the use of face mask for pupils and staff in secondary schools. Therefore the unions recommend the wearing of face masks should be included as an additional control	New operational guidance has been published, in line with step 4 of the road map: <ul style="list-style-type: none"> • Actions for schools during the coronavirus outbreak • Guidance for special schools and other specialist settings • Actions for FE colleges and providers during the coronavirus outbreak • Actions for early years and childcare providers during the coronavirus outbreak • Use of PPE in education, childcare and children's social care Covid-19 Action for out-of-school settings guidance has been added which applies from step 4. It removes restrictions such as keeping children in consistent groups (bubbles), wearing face coverings in classrooms, communal areas and in community settings, limits on parental attendance, and restrictions on group sizes for residential visits. It also includes information about updating your outbreak management plan and what to do when an individual in your setting tests positive for Covid-19. From 16 August, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact

	measure to reduce the risk of infection	<p>The special schools and other specialist settings guidance has been updated to confirm that over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open. Advice has also been confirmed for testing in the autumn term.</p> <p>Apprenticeships guidance has been updated to reflect the change in the return to the workplace which will apply to apprenticeships as part of step 4 of the roadmap. This includes updated links and references to the redundancy support service, ending of flexibility permitting end-point assessment prior to functional skills qualification achievement, and an extension of the temporary policy on suspending the requirement for Level 2 apprentices to attempt Level 2 functional skills assessment</p> <p>Transport guidance has been updated to reflect step 4 of the roadmap out of lockdown. It removes the recommendations that distancing should be maximised and mixing should be minimised, and that children and young people aged 11 and over should wear face coverings. It provides advice on continuing to take proportionate measures to reduce the spread of infection.</p> <p>The public health guidance has been updated for exams with advice that applies from step 4. The guidance removes restrictions such as keeping students in consistent groups (bubbles) and wearing face coverings in classrooms and communal areas, and on dedicated transport</p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</p>
--	---	--

Risk matrix

Impact risk rating:	Probability risk rating:	Overall risk rating:
5. Catastrophic	5. Almost certain to happen	16 or more - red
4. Major – e.g. likely to result in school closure	4. Likely	12 to 15 - amber
3. Moderate – e.g. likely to result in one or more classes having to close	3. Possible	9 to 11 – amber
2. Minor	2. Unlikely	Below 9 – green

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Current Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the school and further action proposed	Risk rating following controls (1-25)
A. Staffing Resources							
1. Risk that there are insufficient staff to support all the pupils to be in school	3	4	12	<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 to minimise their risk of exposure to the virus. Staff in settings who are CEV should attend their place of work if they cannot work from home. <p>Note: we are awaiting further DfE guidance re; CEV people.</p>	Y	<p>Confidential health information obtained from staff by 3/9</p> <p>Staff aware to update HT with any new medical conditions</p>	6
				<ul style="list-style-type: none"> Establish how many and which staff will be available, if staff develop COVID-19 symptoms and isolating, through RAG rating (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments for the CEV staff where appropriate (guidance to be published by the DHSC) 	Y	<p>As above</p> <p>RA still in place for CEV</p>	
				<ul style="list-style-type: none"> Based on available staffing and any cover you are able to secure, decide how many classes can be supported at any one time. 	Y	<p>Cover to be determined in phases – built in cover with HLTAs and level 3 colleagues.</p>	

				Organise home learning (education off site) for pupils when not on the premises.		SLT to liaise with phase leaders. Link SLT for each phase. Class work uploaded onto Google classroom each day	
				<ul style="list-style-type: none"> Ensure flexible and responsive use of teaching assistants 	Y	Identified in phases	
				<ul style="list-style-type: none"> Ensure there are sufficient support staff available to support those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible 		Identified through phases – overseen by CM	
				<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y	Information held with HT	
				<ul style="list-style-type: none"> Ensure there is adequate delegation of roles to staff to deliver on site learning (for those attending school). 	Y	SLT – phase leaders	
2. Risk that the number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	3	3	9	<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. 	Y	Obtained and updated regularly.	6
				<ul style="list-style-type: none"> Full use is made of all qualified teachers. 	Y	Included as staffing structure	
				<ul style="list-style-type: none"> Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Y	Included as staffing structure	
				<ul style="list-style-type: none"> Full use is made of test and trace to inform staff deployment i.e. ensure staff who have 	Y	Overseen by SLT	

				<p>been instructed to self-isolate through test and trace are not attending school</p> <ul style="list-style-type: none"> A clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve. 	Y	<p>Blended policy in place. Priority to key worker children, SEND, FSM, CP / CIN and children identified by the school as vulnerable.</p>	
				<ul style="list-style-type: none"> Where possible, ensure pupils with SEND are prioritised to be in school, -. 	Y	As above	
3. Risk of infection from use of supply teachers, temporary teachers, peripatetic teachers and deployment of ITT trainees.	3	3	9	<ul style="list-style-type: none"> Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies. 	Y	<p>In house cover. In place with agency if required</p>	6
				<ul style="list-style-type: none"> Ensure visiting staff are aware of hygiene measure and minimise contact to only pupils who need to be taught. 		Visitor policy in place	
	<ul style="list-style-type: none"> Carry out individual risk assessments for all visiting teachers and ITT trainees and ensure these are shared with the visitor. 		See above				
	<ul style="list-style-type: none"> Negotiate the deployment of ITT trainees with their provider to ensure that their training needs are met but contact and distance requirements are adhered to. 		N/A				
4. Risk of infection of extremely clinically vulnerable members of the household of a member of staff.	4	3	12	<ul style="list-style-type: none"> Individual risk assessment carried out with staff member to put measures in place to prioritise reduction of contacts and maximising distance from others, as far as is reasonably possible 	Y	Individual RA	8
5. Risk of not covering essential functions (first-aid, DSL, SENCo).	3	3	9	<ul style="list-style-type: none"> Provide cover for the role from within available staffing 	Y	<p>3 DSL Sufficient First Aid Colleagues being trained this term</p>	7
				<ul style="list-style-type: none"> Or remote support via another school, Academy Trust or the LA 	Y	WEBB	

				<ul style="list-style-type: none"> Ensure First Aid certificates are up to date 	Y	Rolling programme of training	
				<ul style="list-style-type: none"> Follow Covid19 first responders guidance and Public Health guidance on use of PPE when administering emergency first aid as maximising distancing may not be possible to maintain while attending to individuals. 	Y	Designated isolation room	
				<ul style="list-style-type: none"> Programme of training for additional staff in place (e.g. Safeguarding) 	Y	In place	
6. Risks to health and safety because staff are not trained in new procedures.	3	2	6	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to September start. 	Y	Updated and circulated Online – regular updated where appropriate	6
				<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening (inc breakfast club and after school activities), and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y	<p>Included staff handbook and displayed in classrooms and communal areas</p> <p>Updates as part of INSET training 1/9 and 2/9 including covid response, behaviour management</p> <p>CP training for all staff 2/9</p>	
7. Risk that staff who are extremely critically vulnerable are not identified and so measures have not been put in place to protect them.	4	4	16	<ul style="list-style-type: none"> An individual risk assessment and suitable controls must be in place before they return to the workplace. The controls must enable the ability to reduce the number of different contacts and keep a safe distance, Further guidance to be released by the DHSC 	Y	<p>Updated individual RA for CEV</p> <p>Procedures in place for all staff to maintain social distancing and limit numbers in communal areas</p>	6
				<ul style="list-style-type: none"> All members of staff with underlying health conditions have been instructed to make their condition or circumstances known to 	Y	Staff aware	

				the school if it could put them at risk. Staff are made aware that they have a duty to inform the school if their health circumstances change which puts them at risk. Records are kept of this and regularly updated. Staff sharing their household with people with underlying health conditions places them at higher risk		Confidential information shared with HT	
				<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 to minimise their risk of exposure to the virus. 	Y	Guidance shared	
				<ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable 	Y	Guidance shared	
				<ul style="list-style-type: none"> Current government guidance is being applied. 	Y		
B. Teaching Spaces, the Learning and School Environment							
8. Risks of transmission during use of the outdoor learning environment for young children	3	2	6	<ul style="list-style-type: none"> Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside 	Y	In place for each classroom	6
				<ul style="list-style-type: none"> Close down drinking fountains and make arrangements for individual water bottles for children 	Y	Fountains closed	
				<ul style="list-style-type: none"> Consider filtering out hard to clean small apparatus and keeping easier to clean options such as plastic balls rather than felt or foam 	Y		

				<ul style="list-style-type: none"> Resources are limited to facilitate effective cleaning daily 	Y		
				<ul style="list-style-type: none"> Only equipment that can be washed or easily cleaned can be used. 	Y		
9. Risks of transmission due to movement around the school.	4	2	8	<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed, movement of groups is staggered if possible 	Y	One way system in place	7
				<ul style="list-style-type: none"> Appropriate duty rota and levels of supervision in place reducing contacts and maximising distance 	Y	Phase allocated timetables	
10. Risk of transmission due to number of people near entrances and exits at the start and end of the school day.	4	2	8	<ul style="list-style-type: none"> Number of entrances and exits used is maximised where appropriate measures in place, in consultation with the council's Highways Department 	Y	Established routines in place from last year: Separate entrances and exits for KS 1 and 2. Children walking into school independently (separate arrangement for Rec parents) Families encouraged to collect and leave the playground promptly.	8
				<ul style="list-style-type: none"> Determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their classroom 	Y	Routines in place	
				<ul style="list-style-type: none"> Consider special arrangements for settling children who are new to the school to enable the reduction of contacts and maximising of distance from parents where possible 	Y	Procedures in place	
				<ul style="list-style-type: none"> Identify drop off and pick up waiting areas that can reduce contacts and maximise distance 	Y	Routine in place	
				<ul style="list-style-type: none"> Extend gate/entrance opening times to prevent queueing 	Y	8.45 – 8.55AM 3.05 – 3.15PM	

				<ul style="list-style-type: none"> • Staff, pupils and parents are briefed and signage provided to identify entrances, exits routes 	Y	Routines and signage in place	
				<ul style="list-style-type: none"> • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating 	Y	Routines in place	
				<ul style="list-style-type: none"> • Parents given advice on walking/cycling to school, avoiding public transport and minimising driving 	Y	Routines in place – need scooter parks	
				<ul style="list-style-type: none"> • Advice given on suitability of pupils scooting/cycling on the pavement and availability of storage 	Y	Routines in place – need scooter parks	
				<ul style="list-style-type: none"> • Liaise with the council's Highways department over the possibility of traffic lanes being reduced close to the school to allow more pedestrian space 	Y	N/A	
11. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the need for social distancing.	3	2	6	<ul style="list-style-type: none"> • Advice to pupils and families on maintaining road safety procedures despite changes. 	Y		6
				<ul style="list-style-type: none"> • For those that have to drive, advice on places they should and should not pick up, drop off and park. <p>For Secondary</p> <ul style="list-style-type: none"> • Identify Sixth Form pupils that drive themselves to school/college, identify parking area/protocols. 	Y		
				<ul style="list-style-type: none"> • Arrangements for kiss and drop, if deemed appropriate, in consultation with Highways, promoted to staff, children and families. 	Y		
				<ul style="list-style-type: none"> • Suitability of operation of School Crossing Patrol site considered in consultation with Highways and, if deemed suitable, temporary measures/procedures implemented. 	Y		
				<ul style="list-style-type: none"> • Liaise with Highways re: markings outside of the school on pavements and on key 	Y	Markings in place from last academic year	

				<p>routes to school- pinch points, crossing points etc.</p> <ul style="list-style-type: none"> Liaise with Highways if widened pavements, suspension of parking bays, changes to school keep clear markings and signage /enforcement are required. 	Y		
12. Risk of transmission because pupils do not observe agreed protocols of the reduction of contacts and maximising distance at playtimes	3	2	6	<ul style="list-style-type: none"> Supervision levels have been enhanced to support all pupils, including those pupils needing a high level of adult support. If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak. 	Y	SLT to monitor cases – able to revert to year group bubbles if required.	6
13. Risk of transmission because pupils do not observe agreed protocols of reduction of contacts and maximising distance at lunchtimes	3	2	6	<ul style="list-style-type: none"> Pupils wash their hands before and after eating and on leaving and returning to the classrooms after outdoor play, break and lunch times or any activity away from their designated learning area. 	Y	Routines in place	6
				<ul style="list-style-type: none"> If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak. 	Y	Flexibility with staffing structure	
				<ul style="list-style-type: none"> Dining room areas and other spaces are configured to ensure the reduction of contacts and maximising distance measures are in place when the children eat. 	Y	Routines in place	
				<ul style="list-style-type: none"> If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not 'share' food 	Y	Routines in place – staff overseeing	
				<ul style="list-style-type: none"> Eating areas are thoroughly cleaned after lunchtime 	Y	Enhanced cleaning	
14. Staff rooms and offices do not allow for observation of	4	2	8	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put 	Y	Staggered lunchtimes Routines in place Separate areas	6

reduction of contacts and maximising distance guidelines				in place to allow for maximising distance between users.			
				<ul style="list-style-type: none"> Staff have been briefed on the use of these rooms 	Y	Staff insets / briefing	
15. The configuration of medical rooms may compromise reduction of contacts and maximising distance measures	3	2	6	<ul style="list-style-type: none"> Reduction of contacts and maximising distance provisions are in place for medical rooms 	Y	Routines in place First Aid tended to in phases Pastoral Assistant to go to any child / area where FA is required	6
				<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspect COVID-19 whilst collection is arranged 	Y	Designated room	
				<ul style="list-style-type: none"> PPE available if staff dealing with pupil with symptoms 	Y	Available	
				<ul style="list-style-type: none"> Procedures are in place for medical rooms to be cleaned after suspected cases, along with other affected areas 	Y	Routines in place	
16. Groups of people gather in reception areas which may contravene reduction of contacts and maximising distance guidelines	3	2	6	<ul style="list-style-type: none"> Parents are made aware of new school procedures prior to their children starting back at school and to those families whose children are new to the school. 	Y	Information conveyed to parents 1/9/21 and will be regularly updated	6
C. Hygiene and protective controls							
17. Risk that reducing contacts and maximising distancing between those in school is difficult or impossible to maintain, leading to a risk of transmission.	3	3	9	<ul style="list-style-type: none"> Ensure frequent hand cleaning and good respiratory hygiene practices 	Y	Routines in place	7
				<ul style="list-style-type: none"> If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak. 	Y	Flexible system in pace to revert back to bubbles if required	
				<ul style="list-style-type: none"> Regular cleaning 	Y	Enhanced cleaning still taking place	

18. Risk of staff or children with the virus coming into school with symptoms or when symptoms are not clear.	4	4	16	<ul style="list-style-type: none"> • Testing of staff or pupils – if school has PCR home testing kits - give to any symptomatic staff or pupil when they are sent home. If not, ensure the staff/parents/pupils know the process to get tested. 	Y	Limited number available Office staff aware of testing procedures to communicate to parents	
				<ul style="list-style-type: none"> • Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home 	Y	Communicated to parents Systems in place to monitor	
				<ul style="list-style-type: none"> • Make arrangements to isolate anyone with symptoms and have clear guidance and protocols 	Y	Routines in place	
				<ul style="list-style-type: none"> • PPE on hand. 	Y		
				<ul style="list-style-type: none"> • Active engagement with NHS Test and Trace 	Y		
19. Risk of the virus spreading via surfaces in the school unless there is regular cleaning	4	2	8	Establish arrangements for all frequently touched surfaces and equipment e.g. <ul style="list-style-type: none"> • door handles • handrails • tabletops • play equipment • toys • electronic devices (such as phones) • specialist equipment, including equipment used by pupils with SEN 	Y	Enhanced cleaning of touch points regularly during day – system in place to monitor Site manager liaising with contract cleaners	7
				<ul style="list-style-type: none"> • When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. 	Y		
				<ul style="list-style-type: none"> • Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books 	Y	Protocols in place	

				<ul style="list-style-type: none"> Teachers should make sure they wash their hands before and after handling shared equipment (such as printers, touch screen computer etc.). Alternatively, provide hand sanitisers at appropriate locations. 	Y	Protocols in place Communal wipes / sanitizer available	
				<ul style="list-style-type: none"> There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniform that cannot be machine washed should be avoided. Ensure parent/carers are aware of this 	Y		
20. Risk of virus spreading because the school has insufficient materials and equipment	4	2	8	<ul style="list-style-type: none"> Establish clear plan to ensure the school has an ongoing supply of soap and hot water in every toilet and in classrooms 	Y	Advice taken from PHB re hot water in classrooms Routines in place	8
				<ul style="list-style-type: none"> Use of hand sanitisers at appropriate locations 	Y	Asked for donations for each family to boost supply	
				<ul style="list-style-type: none"> Lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, 	Y		
				<ul style="list-style-type: none"> Bins to be double bagged and emptied 	Y		
				<ul style="list-style-type: none"> Disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom 	Y		
21. Provision and use of PPE for staff where required is not in line with government guidelines	3	2	6	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	Y	Procedures in place and communicated to staff	5
				<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care) 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 	Y	Procedures in place	
				<ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good handwashing 	Y		

22. Pupils forget to wash their hands regularly and frequently	4	2	8	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. 	Y	Expectations explained at the beginning of term	5
				<ul style="list-style-type: none"> Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. Pupils regularly reminded about this in class. 	Y	Posters displayed in classrooms	
				<ul style="list-style-type: none"> School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Y	Systems in place	
D. Premises and Buildings							
123. Risk that regular enhanced cleaning capacity is at a reduced level so that any deep-clean and ongoing enhanced cleaning of classrooms, shared areas, surfaces and toilets are not undertaken to the standards required	4	3	12	<ul style="list-style-type: none"> A plan for cleaning staff on return to school (including any deep cleans) is agreed with contracting agencies prior to September start 	Y	Areas - Deep cleaned Overseen by Site manager	10
				<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. This enhanced cleaning schedule should include: <ul style="list-style-type: none"> more frequent cleaning of rooms / shared areas that are used by different groups frequently touched surfaces being cleaned more often than normal, using standard products such as detergents and bleach the regular cleaning of toilets 	Y	Enhanced plan in place overseen by site manager for daily cleaning Awaiting clarification from Birkin re their plan to cover staff absence	
				<ul style="list-style-type: none"> Working hours for cleaning staff are increased 	Y		
24. Queues for toilets and handwashing risk non-compliance with reduction of contacts and	4	2	8	Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.	Y	Procedures in place	7
				<ul style="list-style-type: none"> The toilets are cleaned frequently as laid out in the enhanced cleaning schedule 	Y	Enhanced cleaning plan	

maximising distance measures				<ul style="list-style-type: none"> Monitoring ensures a constant supply of soap and paper towels 	Y	Impacted by deliveries – monitor	
				<ul style="list-style-type: none"> Bins are emptied regularly. 	Y		
				<ul style="list-style-type: none"> Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	Class teachers / assemblies	
25. Fire procedures are not appropriate to cover new arrangements	4	2	8	<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 The need to apply reduction of contacts and maximising distance rules during evacuation and at muster points A possible need for additional muster point(s) to where possible 	Y		8
				<ul style="list-style-type: none"> Staff and pupils have been briefed on any new evacuation procedures (inc breakfast club and after school activities) 	Y		
				<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 	Y		
26. Fire evacuation drills - unable to apply reduction of contacts and maximising distance procedures effectively	4	2	8	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with the School Fire Strategy plan 	Y		6
				<ul style="list-style-type: none"> Review Personal Emergency Evacuation Plans – buddies are assigned or reassigned according to available persons. 			
				<ul style="list-style-type: none"> Consider access route for teachers and pupils with mobility issues, as reduction of contacts and maximising distance measures may not be possible during an emergency 			
27. Fire marshals absent due to self-isolation	4	2	8	<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	Revised procedure	6

28. All systems may not be operational	3	2	6	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate 	Y		6
				<ul style="list-style-type: none"> All systems have been recommissioned including: Water systems (particularly legionella testing and controls in place) Electrical and gas safety checks Emergency escapes, lighting and fire detection systems Security systems Lifts and escalators Heating Ventilation systems Mechanical ventilation systems should be checked before reopening 	Y	All checks have been completed inline with schedule	
29. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown	4	2	8	<ul style="list-style-type: none"> All statutory compliance is up to date. 	Y		6
				<ul style="list-style-type: none"> Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. The following guidance has been followed where appropriate: https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm 		See above	8
30. Lack of good ventilation means that there is risk of transmission				<ul style="list-style-type: none"> Ensure good natural ventilation in classrooms and common areas e.g. through opening a windows, doors etc 	Y	All windows and doors able to be opened to allow increased ventilation	8
				<ul style="list-style-type: none"> Identify poorly ventilated areas and decide how to improve ventilation There are some simple ways to identify poorly ventilated areas: <ul style="list-style-type: none"> Look for areas where people work and where there is no mechanical ventilation or natural ventilation such as open windows, doors, or vents 			

				<ul style="list-style-type: none"> - Check that mechanical systems provide outdoor air, temperature control, or both. If a system only recirculates air and has no outdoor air supply, the area is likely to be poorly ventilated - Identify areas that feel stuffy or smell bad 			
				<ul style="list-style-type: none"> • If the school has carbon dioxide (CO2) monitors, consider using these to monitor ventilation level, If there is a build-up of CO2 in an area it can indicate that ventilation needs improving. • Although CO2 levels are not a direct measure of possible exposure to COVID-19, checking levels using a monitor can help you identify poorly ventilated areas. 			
				<ul style="list-style-type: none"> • Carry out an assessment of fresh air (ventilation) in the workplace – Use the HSE link below to undertake the assessment and make appropriate adjustment. 			
				<ul style="list-style-type: none"> • Follow guidance in the following link: • air conditioning and ventilation during the coronavirus outbreak. • https://www.cibse.org/coronavirus-covid-19 			
31. Visitors to the site (including parents) add to the risk	4	3	12	<ul style="list-style-type: none"> • Limit the external visitors to the school during school hours. The school needs to weigh up the risks (how many sites they visit, how many individuals there are coming, how close they get to pupils & staff, etc) versus the specific benefits for each group before deciding whether the visit is allowable. 	Y	Essential visitors only this half term	8
				<ul style="list-style-type: none"> • Signage giving routes, procedures, entrances and exits to be followed. 	Y		

				<ul style="list-style-type: none"> Review visitors/contractors sign in procedure to restrict use of shared equipment i.e. pen or touchscreen computer. 	Y		
				<ul style="list-style-type: none"> Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable) 	Y	Communication shared with parents	
				<ul style="list-style-type: none"> Consider holding SEN meetings such as Annual Reviews and other start of term transition meetings 'virtually' where possible. 	Y		
32. Contractors on-site whilst school is in operation may pose a risk to reduction of contacts and maximising distance and infection control	4	3	12	<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. 	Y	Essential contractors only on site RA followed – site manager to oversee	8
				<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe 	Y		
				<ul style="list-style-type: none"> 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 reduction of contacts and maximising distance is maintained at all times. 	Y		
				<ul style="list-style-type: none"> Reduction of contacts and maximising distance is being maintained throughout any such works and where this is not possible arrangements are reviewed. 	Y		
				<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 	Y		

				COVID-19 (including contractor risk assessments and method statements, and contractor induction).			
E. General							
33. 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	3	3	9	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on the system of controls: protective measures regarding COVID-19 and its implications for the school. 	Y		6
				<ul style="list-style-type: none"> The school has carried out a full Health and Safety Risk Assessment to ensure it is compliant with Government guidelines 	Y	Information shared with staff 1/9/21	
				<ul style="list-style-type: none"> Staff, pupils, parents and governors have been briefed accordingly. 	Y	Information updated via website / emails	
34. Curriculum/ Learning Environment				<ul style="list-style-type: none"> Each activity should be risk assessed and should not be run unless the risks can be mitigated. School will ensure activities such as PE, music and practical lessons are carried out safely in line with guidance e.g.: <ul style="list-style-type: none"> in PE - sports equipment thoroughly cleaned between each use by different individual groups. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. In music lessons physical distancing and playing outside will be done wherever possible 	Y	All RA overseen by phase leader and SLT link Guidance followed at all times	6
				<ul style="list-style-type: none"> If there is a confirmed positive case in a class group, Schools may have to consider bubbles or something similar in place to prevent outbreak. 			

				<ul style="list-style-type: none"> Ensure all staff are trained and supported in front of classroom delivery style (where appropriate) and aware of how best to provide students with additional support. 			
35. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	4	2	8	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff (inc staff at breakfast club and after school activities) Pupils Parents Governors/Trustees Local authority Health services Regional Schools Commissioner Professional associations Other partners Neighbouring schools/EY settings Highways department 	Y	Communication strategies in placed and shared via Website Direct emails Texts App Telephone Hard copies where appropriate	5
				<ul style="list-style-type: none"> Parents are communicated with to make sure they know: <ul style="list-style-type: none"> whether their child will be able to attend from 1stSept what protective steps you're taking to make the school a low-risk place for their child what you need them to do (such as on drop off and collection) For pupils with SEN, consideration should be given to the use of the individual Re-Integration Plan 	Y	Key information shared with parents 1/9	
36. Pupils who are unable to attend school because they are complying with clinical and/or public health advice	4	1	4	<ul style="list-style-type: none"> All state-funded schools should provide remote education for school-aged children who are unable to attend school due to following government guidance or law relating to COVID-19 (for example if they need to self-isolate, or if they have tested 	Y	Remote learning procedures in place	4

are not receiving access to remote education				<ul style="list-style-type: none"> positive but are well enough to learn from home). Schools should provide remote education equivalent in length to the core teaching your child would usually get in school. School is aware of current guidelines for remote learning 			
				<ul style="list-style-type: none"> Parents have been provided with clear guidance about acceptable reasons for non-attendance and this is reinforced on a regular basis. 	Y	Communicated regularly to parents	
				<ul style="list-style-type: none"> Parents have been asked to make the school aware of pupils' health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. 	Y	Communicated regularly to parents	
				<ul style="list-style-type: none"> Schools have a regularly updated register of pupils with underlying health conditions. 	Y	Updated regularly	
				<ul style="list-style-type: none"> Staff are available to ensure pupils at home continue to be provided with remote education 	Y		
37. Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	2			<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. 	Y	Mental Health training x 2 Pastoral leader EP	
				<ul style="list-style-type: none"> There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 	Y		
				<ul style="list-style-type: none"> 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). 	Y	Supplemented with zones of regulation	
				<ul style="list-style-type: none"> Resources/websites to support the mental health of pupils are provided. 	Y		
38. The mental health of staff has	3	2	6	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. 	Y	Access to supervision School culture	6

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"> Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. 	Y	Support for phase leaders to implement School culture	
				<ul style="list-style-type: none"> Staff briefings and training have included content on wellbeing 	Y		
				<ul style="list-style-type: none"> Staff briefings/training on wellbeing are provided. 	Y		
				<ul style="list-style-type: none"> Staff have been signposted to useful websites and resources. 	Y		
39. Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	2	2	4	<ul style="list-style-type: none"> The governing body continues to meet regularly. 	Y	Schedule of meetings	3
				<ul style="list-style-type: none"> The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 	Y		
				<ul style="list-style-type: none"> The headteacher's report to governors 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. 	Y	Covid reporting included	
				<ul style="list-style-type: none"> Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 	Y	Scheduled meetings 1:1s	
				<ul style="list-style-type: none"> Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y		
40. Test and trace is not used effectively to help manage staffing levels and	3	2	6	<ul style="list-style-type: none"> Guidance on NHS test and trace has been published. 	Y		6
				<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be 	Y		

support staff wellbeing				<ul style="list-style-type: none"> contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 			
				<ul style="list-style-type: none"> The guidance has been explained to staff 	Y	Staff inset and briefings	
				<ul style="list-style-type: none"> Post-testing and tracing support is available for staff. 	Y		
41. Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	4	3	12	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 	Y	Pastoral assistant – Pastoral lead – SLT Attendance officer	8
				<ul style="list-style-type: none"> Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of test and trace for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y	Designated area	
				<ul style="list-style-type: none"> 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 extremely vulnerable should these apply 	Y	Information shared with parents	
				<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is recorded 	Y	Internal recording system established	
42. Staff (inc breakfast club and after school activities staff), pupils and parents are not aware of the	4	2	8	<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. 	Y	Shared communication Covid area on school website	7

school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19				<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Y		
				<ul style="list-style-type: none"> Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. <p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p>	Y		
				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y		
43. Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school including test and trace	4	3	12	<ul style="list-style-type: none"> From Step 4, close contacts will be identified via NHS Test and Trace. Staff may be contacted in exceptional cases to identify close contacts, as currently happens in managing other infectious diseases. 	Y		8
				<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. 			
				<ul style="list-style-type: none"> The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. 			
				<ul style="list-style-type: none"> This guidance has been explained to staff and pupils as part of the induction process. 	Y	Staff inset 1/9 Class information sharing 3/9	

				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y		
44. Staff, parents and carers are not aware of recommendations on transport to and from school	4	3	12	<ul style="list-style-type: none"> Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times. (See Risks 11 and 12). Pupils, parents and staff travelling on public transport to wear face covering and to remove these safely when coming into school, following school procedures 	Y	Communication shared with parents Staggered times to facilitate	8