



Herschel Grammar School

Covid-19 Operational Risk Assessment

September 2021

Approved by LGB/Trust Board

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Please note: this risk assessment should be undertaken in conjunction with Schools Covid-19 Operational Guidance issued by the Department for Education on 27th August 2021:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-Covid-19-operational-guidance>

Assessment conducted by:	Site Team, SLT & Chair of LGB	Job title:		Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	September 2021	Review interval:	Currently dependent on government guidance	Date of next review:	January 2022
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Related documents	
Trust/LGB documents	Government guidance:

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
Likely impact: Severe – Causes physical injury or illness requiring first aid	H	M	L
Likely impact: 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 actions/comments	Residual risk rating (H/M/L)
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1. Establishing a systematic process of full opening, including the hierarchy of controls

1.1 Net Capacity

Available Capacity of the school is reduced when the hierarchy of controls guidelines are applied	H	<ul style="list-style-type: none"> • Outside zone for Year 7 • Indoor or under cover zones for inclement weather • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school (e.g. if self-isolating) with remote learning at home. • Recruitment of additional staff for Lateral Flow Testing 	Y		L
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1.2 Organisation and teaching spaces

Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> • Classroom size and numbers reviewed. • Classrooms re-modelled, with chairs and desks in place and facing forward to allow for maximum under the hierarchy of controls. • Clear signage displayed in classrooms promoting classroom expectations regarding systems of control. 	Y	<ul style="list-style-type: none"> • Screens for smaller classrooms • Furniture positioning checked regularly 	L
Large spaces need to be used as classrooms	H	<ul style="list-style-type: none"> • Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Large gatherings to be carefully managed. • Design layout and arrangements in place to enable the hierarchy of controls. 	Y	<ul style="list-style-type: none"> • Remote assemblies planned for first half of Autumn term 	L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
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/or operate effective home learning	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. All staff who are clinically extremely vulnerable are risk assessed/OH have been screened. Risk assessments will be undertaken in conjunction with staff who are clinically vulnerable, or who have contextual factors related to age or ethnicity. Staff who are BAME and aged 55+ appear to be at increased risks of poor outcomes should they contract COVID-19. 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 development. A blended model of home learning and attendance at school is planned and ready to implement should staffing levels fall. Mandatory wearing of masks in communal areas to continue. Review end of September 2021. Compliance with local contingency plans where required. 	Y	<ul style="list-style-type: none"> Staff capacity sufficient 	L
1.4 Planning movement around the school					
Movement around the school risks increasing transmission	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. Pinch points and bottle necks if arise will be identified and managed accordingly. Pupils are regularly briefed regarding observing the hierarchy of controls guidance. Appropriate duty rota and levels of supervision are in place. Compulsory mask wearing in communal areas (review end of September 2021) and in classrooms until 9th September 	Y	<ul style="list-style-type: none"> Appropriate signage in place where necessary including barriers 	L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
1.5 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Exam syllabi are covered. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Y	Unchanged focus on enhancing the quality of T&L, applying key principles to current situation. Depts have reviewed sequencing of teaching. Monitoring of progress through careful assessment. Additional investment in teaching resources. Individual support provided through Teams - expertise on use of Teams shared	M
1.6 Staff workspaces					
Staff rooms and offices do not allow staff to feel comfortable with regards to proximity to others	H	<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 comply with the hierarchy of controls. Staff have option of wearing masks in these areas 	Y	<ul style="list-style-type: none"> Staff asked to have windows and doors open 	L
1.7 Managing the school lifecycle					
Limited progress with the school's workplan because of Covid-19 measures	H	<ul style="list-style-type: none"> School calendar for the autumn term rationalised. Senior Leadership Team (SLT) and staff workplans to include short and medium-term planning. Staff recruitment for September 2021 completed. Curriculum and timetable for September 2021 completed. Return to some face to face events Remote events/subject evenings to continue 	Y		M

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
Pupils moving on to the next phase in their education do not feel prepared for the transition	H	<ul style="list-style-type: none"> • Very well attended Summer school for new Y7 pupils • Face to face Open Evenings planned • There is regular and effective liaison with the destination institutions (e.g. 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. • Videos of school are available for parents and pupils on the school website. • Well planned induction programme for Y7 and new Y12 in September 	Y	<p>Remote Open Evenings successful and attendance good</p> <p>Focus on providing individual guidance on A Level choices via January Subject Evening</p>	M
1.8 Governance and policy					
Governors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> • Online meetings continue to be held regularly with governors/trustees. To be reviewed. • Governing bodies are involved in key decisions on re-opening and risk assessment. • Governors/trustees are briefed regularly on the latest government guidance and its implications for the school. 	Y	<ul style="list-style-type: none"> • Regular updates provided to Governors/Trustees • Online meetings taking place and responsible to approve Covid related plans 	L
1.9 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	H	<ul style="list-style-type: none"> • All relevant policies have been revised to take account of government guidance on the hierarchy of controls and COVID-19 and its implications for the school. • Staff, pupils, parents and governors have been briefed accordingly 	Y	<ul style="list-style-type: none"> • All necessary amendments/additions have been made to cover Covid-19 implications 	L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
1.10 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to Covid-19, resulting in risks to health	H	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 	Y	<ul style="list-style-type: none"> • Headteacher in regular communication with LA and PHE • Regular communication has been taking place with parents • Regular emails are sent to pupils/governors/trustees and staff • Engaged with professional associations 	L
1.11 Staff Induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> • Revised staff documentation is issued to all staff prior to new term • Induction and CPD programmes are in operation for all staff and include: <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	Y	<ul style="list-style-type: none"> • Comprehensive guidance provided to staff regarding new term covering all the bullet points. 	L
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff - either online or in-school. • The revised staff documentation will be provided for all new staff prior to them starting. 	Y		L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
1.12 Risk assessments					
<p>Risks are not comprehensively assessed in every area of the school in light of Covid-19, leading to increased transmission risks</p>	H	<ul style="list-style-type: none"> • Risk assessments are updated and have been 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 times • Lateral Flow testing 	Y	<ul style="list-style-type: none"> • Risk assessments relating to Covid are in place though the school will not be able to physically supervise that regular handwashing/sanitising is taking place 	M
1.13 School transport					
<p>Changes to bus & train schedules as a result of Covid-19 adversely affect pupils' attendance and punctuality</p> <p>Dedicated school transport will not run and children will struggle to come to school</p>	H	<ul style="list-style-type: none"> • The details of how pupils will travel to and from school are known prior to opening. • Information of how children should travel to school via public transport has been publicised. • Information has been provided to children on dedicated school transport on what safety measures will be implemented for the school transport to take place. • Seating plans in place • Mask-wearing mandatory 	Y		L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> An updated work plan has been agreed with the cleaning contractor prior to re-opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased/re-aligned Cleaning equipment provided in all classrooms 	Y		L
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 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. Additional hand sanitising stations have been introduced in high touch areas such as IT classrooms and near thumb-print MFDs, dining hall entry to servery, vending machines, entry to MFL, Textiles and Sixth form blocks. 	Y	<ul style="list-style-type: none"> All sanitising stock has been purchased over the summer break Hand soap is stocked up for the beginning of the new term Ongoing monitoring and topping up of supplies in place 	L
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 necessity to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which hand sanitising is taking place on a regular and frequent basis. 	Y	<ul style="list-style-type: none"> Staff will repeat instructions regularly but there is the chance of pupils forgetting 	M

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
2.3 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published. Post-testing support is available for staff through the school's health provider Home LFTs provided for staff for September 2021 	Y	<ul style="list-style-type: none"> Testing information and guidance provided to staff OH service available 	M
Testing is not used effectively to support pupils' return to school (September 2021)	H	<ul style="list-style-type: none"> Comprehensively planned lateral flow testing process and systems in place Staff delivering LFTs trained Staff delivering LFTs using PPE Pupils and parents fully informed of process Consent logged and acted on Government guidance, training materials and communication materials all followed Isolation procedures in place in case of positive LFTs Transition to home testing managed effectively for Y7 Home testing information and guidance communicated with pupils, parents and staff 	Y		M
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. The same procedures are in place for staff/pupils who receive a positive LFT during the school testing window. 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 	Y	<ul style="list-style-type: none"> Attendance & absence tracked Clear procedures for staff/pupils showing symptoms or getting a positive LFT in accordance with The National Institute for Health Protection (formerly PHE) Reports will be made to relevant authorities including LA 	M

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
		<p>clinically vulnerable and clinically extremely vulnerable should these apply.</p> <ul style="list-style-type: none"> A record of any Covid-19 symptoms in staff or pupils is reported to the trust and local authority. 			
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of Covid-19	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of Covid-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Clear and frequent communication with staff/pupils/parents regarding procedures for those displaying symptoms 	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of Covid-19 in the school	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of Covid-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Clear and frequent communication with staff/pupils/parents regarding procedures should there be a confirmed case in school. 	L
2.4 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place if required. Additional DDSLs trained 	Y	<ul style="list-style-type: none"> Sufficient first aid trained and safeguarding staff will be in school 	L
2.5 Medical room					
Medical rooms are not adequately equipped or	H	<ul style="list-style-type: none"> The hierarchy of controls provisions are in place for the medical room. 	Y	<ul style="list-style-type: none"> Distancing observed 	L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
configured to maintain infection control		<ul style="list-style-type: none"> Additional rooms are designated for pupils with suspected Covid-19 whilst collection is arranged. Procedures are in place for medical room to be cleaned after suspected Covid-19 cases, along with other affected areas, including toilets. 		<ul style="list-style-type: none"> School staff are in place to deal with any sanitising requirements 	
2.6 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A Covid-19 section on the school website is created and updated. Parent and pupil documentation published on the website. 	Y	<ul style="list-style-type: none"> Regular communication with parents via Parentmail All communication on Covid-19 area of website and clearly dated 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of Covid-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email and the school's website. Text messaging may also be sent for more urgent communication. 	Y	<ul style="list-style-type: none"> Regular updates to parents via Parentmail and any other tool most suited to the communication needed to be made at the time. 	L
2.7 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff; LFT staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Y	<ul style="list-style-type: none"> PPE is generally not required in school settings Government advice followed for cases where necessary PPE stock in place 	L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
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3. Maximising the hierarchy of controls measures

3.1 Pupil behaviour

<p>Pupils' behaviour on return to school does not comply with hierarchy of controls</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance of the hierarchy of controls is reinforced throughout the school day by staff. • Staff model the hierarchy of controls consistently. • Circulation routes around school in place. • Large gatherings are avoided. • Break times and lunch times are closely supervised. • The school's behaviour policy has been revised to include compliance with the hierarchy of controls and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of the hierarchy of controls measures and arrangements are reviewed. • Messages to parents reinforce the importance of the hierarchy of controls. • Wilful disobeying of rules relating to the hierarchy of controls and hygiene will be sanctioned appropriately and proportionately, by exclusion where necessary. 	<p>Y</p>	<ul style="list-style-type: none"> • All parents required to discuss revised code of conduct with pupils prior to their return. • Teachers will also go through the code of conduct at the beginning of each group's return to school. 	<p>M</p>
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3.2 Classrooms and teaching spaces

<p>The size and configuration of classrooms and teaching spaces does not support compliance with transmission reduction measures</p>		<ul style="list-style-type: none"> • Net capacity assessment completed, with each classroom and teaching space compliant with the hierarchy of controls measures and in line with government guidance • All furniture not in use has been re-arranged and/or removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. • Ventilation in place in all teaching spaces 	<p>Y</p>	<ul style="list-style-type: none"> • Screens in smaller classrooms 	<p>L</p>
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Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
3.3 Movement in corridors/between classrooms without corridors					
<p>Pupils and staff circulating in corridors/between classrooms increase transmission risks</p>	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Circulation routes are clearly marked/communicated 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. • Mask wearing is compulsory in internal communal spaces • Pupils are briefed regularly regarding observing the hierarchy of controls guidance whilst circulating. • Appropriate supervision levels are in place • Ventilation of communal areas in place 	Y		L
3.4 Toilets					
<p>Queues for toilets and handwashing increase risk of transmission</p>	H	<ul style="list-style-type: none"> • Pupils’ access to toilets is monitored. • Pupils know that they can only use the toilet one at a time. • Toilets areas set up so outside doors are propped open to reduce touch points. • The toilets are cleaned frequently and bins emptied regularly. • Monitoring ensures a constant supply of soap. • Pupils are reminded regularly on washing their hands thoroughly. 	Y	<ul style="list-style-type: none"> • All in place including clear signage on toilet doors. • However staff cannot monitor pupil washing hands after toilet use • Numerous hand sanitiser stations in place 	M

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
3.5 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which increases transmission risks	H	<ul style="list-style-type: none"> The hierarchy of controls are clearly set out prior to arrival to reception with clear signage The hierarchy of controls guidance is clearly displayed to protect reception staff and safety screens have been put in place allowing safe distance from person stood at reception desk. Arrangements are in place for segregation of visitors in that one person enters reception at a time. 	Y	<ul style="list-style-type: none"> All in place as well as a sanitising station for any visitors needing to come past reception into school 	L
3.6 Transport					
The use of public and school transport by pupils poses risks in terms of increased transmission	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how the hierarchy of controls can be observed on public transport. The hierarchy of controls cannot be observed on the dedicated school transport and guidance has been provided to pupils/parents which includes the requirement of pupils wearing face coverings and sanitising Seating plans are in place 	Y	<ul style="list-style-type: none"> It will be difficult for the school to check on whether the children have observed the hierarchy of controls, hence residual risk remains high to medium 	M
3.12 Staff areas					
The configuration of staff rooms and offices risks increased transmission	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices to allow for the hierarchy of controls including mask wearing (voluntary) and ventilation. Any departmental meetings will need to be organised in classrooms to allow the hierarchy of controls. 	Y	<ul style="list-style-type: none"> Staff in shared offices are asked to keep windows open to allow air circulation. Sanitisers are provided in all staff offices alongside sanitising wipes to enable staff to wipe shared 	L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
				keyboards, desks and telephones before and after use.	
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Y	<ul style="list-style-type: none"> All control measures are in place. 	L
4.2 Staff with underlying health issues					
Staff with underlying health issues are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> All members of staff with underlying health issues or those within vulnerable groups have been asked to make their condition or circumstances known to the Headteacher. Records are kept 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 in relation to people who are classified as clinically vulnerable and clinically extremely vulnerable. Leaders are cognisant of additional contextual factors that may make staff more susceptible to poor outcomes should they become infected with Covid-19. These include ethnicity 	Y		L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
		and age. BAME staff who are over 55 years of age may be at heightened risk. Leaders take account of this in their risk assessments. <ul style="list-style-type: none"> • Current government and HSE guidance is being applied. 			
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns - pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the Covid-19 crisis in general	H	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff and the MHST for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHCE/virtual assemblies/pupil briefings. • Resources/websites to support the mental health of pupils are provided. 	Y	<ul style="list-style-type: none"> • A bank of resources from the LA Health and Wellbeing Lead made available • Support available through Education Mental Health Practitioners and School Nurse 	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	H	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their work load. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources 	Y	<ul style="list-style-type: none"> • All control measures are in place. 	L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained professionals who can deliver bereavement counselling and support. Support is requested from other organisations when necessary 	Y	<ul style="list-style-type: none"> KRO and JRO have information about the external support we can access in this situation 	M
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Changed numbers of pupils/staff The installation of a new fire alarm system over the summer break Possible absence of fire marshals The hierarchy of controls rules during evacuation and at muster points Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Y	<ul style="list-style-type: none"> Fire evacuation procedures in place take into account the hierarchy of controls as far as is possible 	M
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly 	Y	<ul style="list-style-type: none"> In place 	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems were kept serviced throughout lockdown so there was no need for any services to be re-commissioned 	Y	<ul style="list-style-type: none"> The premises team were in school throughout lockdown so all systems have continued to be serviced 	L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
				without fail. Hence no re-commissioning is required.	
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up-to-date. Where water systems have not been maintained throughout lock-down, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y	<ul style="list-style-type: none"> All building compliance works have been carried out regardless of lock down and are up-to-date 	L
6.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to infection control	H	<ul style="list-style-type: none"> The school actively discourages contractors to be on site during term time and ensures most contractual work is completed during school breaks. It is only in extra-ordinary circumstances that contractors would be on site during term time. 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 the hierarchy of controls is maintained at all times. The hierarchy of controls is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for Covid-19, normal contractor procedures are being applied and have been updated in light of Covid-19 (including contractor risk assessments and method statements, and contractor induction). 	Y	<ul style="list-style-type: none"> No contractors will be in school whilst pupils are here except in emergencies. This has always been our policy and we book any necessary work during term breaks. 	L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
7. Finance					
7.1 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	H	<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 under monitoring and 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 trustees. 	Y	<ul style="list-style-type: none"> Trustees receive reports of Covid-19 impact on school's budgets Discussed at FAR and LGB meetings Application for Covid-related additional funding from DfE considered 	M
8. Governance					
8.1 Oversight of the governing body					
Lack of governor oversight during the Covid-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> The governing body continued to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's report to governors included content and updates on how the school continued to meet its statutory obligations in addition to covering the school's response to Covid-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is were in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and 	Y	<ul style="list-style-type: none"> Headteacher meets weekly with the Chair of Governors. Dialogue with LGB and Trustees will continue. 	L

Areas for concern	Risk rating Prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further actions/comments	Residual risk rating (H/M/L)
		holding leaders to account for areas of statutory responsibility.			
9. Additional site-specific issues and risks					
Settings to add any site-specific issuers/arrangements here and ensure mitigation strategies are in place to address them					