

COVID-19: 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

Assessment conducted by:	S GORDON / L Kilkenny	Job title:	EXEC HEADTEACHER / HEAD OF SCHOOL	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	23.7.20	Review interval:	2.11.20	Date of next review:	
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Related documents	
Trust documents: See COVID-19 section of website www.watertonacademytrust.org	Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of full opening, including government recommended measures					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied		<ul style="list-style-type: none"> Increase to recommended bubble size to accommodate whole class meets capacity requirements 	yes	There will be numerous bubbles across school - Nursery, Reception and then class bubbles, to allow for compliance with guidelines alongside full running of the school. Class bubbles have allocated staff minimised movement between groups. (Additional guidance for staff working across bubbles) Communication to inform parents – Sept 2020 Staggered drop off and pick up times	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow recommended layout of desks		<ul style="list-style-type: none"> Classrooms re-modelled, with chairs and desks facing forwards to minimise face-to-face contact. Unnecessary furniture is removed to provide more space Clear signage displayed in classrooms promoting distancing (adults) and side by side working Consistent class groups in place that do not mix with other groups. 	yes	Clear signs in each classroom to prompt / remind about social distancing. Where possible children spread out around tables. Consistent class groups in place.	
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 e.g. assembly Design layout and arrangements in place to enable groups to maintain consistency and minimise contact with other groups 	yes	Timetable / rota in place for different bubble sittings. Hall space cleaned down between sessions if different bubbles are using for PE during the same day. One class only for assembly (on a rota) PE taught outside whenever possible.	

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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		<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 work from home/provide home based learning support Flexible and responsive use of teaching assistants and pastoral staff to supervise groups is in place (to be directed by teaching staff). Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until staffing levels improve. Trust wide deployment of staff has been considered if appropriate 	yes	<p>Staff are asked to inform SLT of any changes in their health status. All with health conditions identified as clinically vulnerable and extremely clinically vulnerable will have individual risk assessment. All other staffing deployed as necessary across school. Staff required to move between bubbles, reminded of procedures / actions to take.(Email 1.11.20)</p> <p>LTS assigned to classes/bubbles and reminded of handwashing / social distancing procedures.</p> <p>Use of supply in line with government guidance (use of trust supply pool)</p> <p>(NB gov recommendation is that shielding pauses on 1st Aug – keep this point under review)</p>	
1.4 Prioritising provision					
Disruption to education has had a varied impact on pupils		<ul style="list-style-type: none"> Plans are in place to meet the identify and support additional learning needs Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. Cross bubble intervention group working is avoided Trust catch up support will commence in the autumn term 	yes	<p>All pupils will be provided for within the school environment. One to one support staff informed of procedures of managing children, in which there may need to be more contact – e.g. intimate care , physical restraint.</p> <p>All staff to be reminded of the use of PPE and of the necessity to read and sign to say they understand the revised intimate care, SEND and physical handling policies.</p> <p>To identify, within the first two weeks, pupils that fall into a priority group through target setting process Plan for additional support required in accordance with this (in addition to the</p>	

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				school's routine catch-up programmes) including pastoral/ support	
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines		<ul style="list-style-type: none"> • Staff do not travel to school together where social distancing cannot be maintained • Parents and pupils to be encouraged to walk to school where possible • Encourage only 1 parent to attend school with their child(ren) with siblings left at home if appropriate care arrangements are in place. • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff, pupils and parents are briefed and signage provided to identify which entrances, exits and circulation routes to use. • Parents/Carers are NOT to enter the school building without a prior appointment (at which point social distancing must apply) • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. • Process for removing face masks on arrival at school (for those arriving by public transport) is clearly communicated to parents and pupils. 	yes	<p>All measures outlined are in place.</p> <p>Parents and carers asked to wear face masks when dropping off / collecting children.(Letter to parents 2.11.20) Staff outside on the gates welcoming parents – to wear a face mask. Those on the classroom doors to ensure a two meter threshold is in place (but are not required to wear masks). Staff informed of this 1.11.20. Parents encouraged to ring school to speak with teachers rather than face to face where possible.</p> <p>Staggered start and finish times. Guidelines sent out / shared with parents. More staff present at the beginning / end of the day – outside. Siblings allowed into school at the same pick up and drop off times. Staff who car share to agree to wearing masks and follow government guidance on transport Pupils' induction curriculum Wk.1 to include Behaviour expectations revised and linked to expectations for protective measures Staff briefing 07/09/20</p>	

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				Letter to parents detailing expectations – Sept 2020 Monitor use of face masks Induction briefing for any new returner – staff/pupils before entering bubble Trust Estates RA sign off	
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines		<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where required. • Corridors are clear of all obstructions to maximise space • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible and is carefully managed to avoid contact e.g. access to toilets • Access rooms through external doors where possible 	yes	Signs up in school – keep to the left. Doors propped open where possible to reduce handling. Children shown where to wait outside toilets if already occupied (marked spot). Cleaning rota / tick sheet employed Circulation Plan to be shared staff briefing 07/09/20 RB signage 08/09/20 Controlled access to toilet facilities permitted throughout sessions as opposed to just lunch breaks – classroom adults to manage Other than to access FA and, for a very small number of children, respite relating to SEND level of need, movement around school will be tightly controlled and to an absolute minimum. For staff only to access staff toilets. Trust Estates RA sign off	
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> • Offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. • Staff rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate 	yes	Staff Briefing 07/09/20 / Email 1.11.20 Use of phone by same person only. Use of desktop computers to be minimised to one user only Limit number of personnel in and out of the school office Wipes placed in staffroom so staff can wipe down equipment used after use – e.g. kettle handle.	

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				Staff to stagger use of staffroom at lunchtime.	
1.8 Policy/Procedure review					
Existing policies and procedures on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances		<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and other stakeholders have been briefed accordingly. Existing school wide emergency procedures have been reviewed in line with new measures and adjusted accordingly Individual pupil and staff emergency procedures and risk assessments have been reviewed and adjusted accordingly All small, consistent groups have access to appropriate first aid, medical and spill supplied within their individual locations 	yes	<p>All policies updated, shared with staff and added to school website. Practise fire evacuation within first two weeks. Check first aid equipment available in each classroom to reduce number of children in the office. Pupils' induction curriculum Wk.1 to include Behaviour expectations revised linked to expectations for protective measures Staff briefing 07/09/20 Letter to parents detailing expectations – Sept 2020 Induction briefing for any new returner – staff/pupils</p> <p>Trust updates and support Trust Estates RA sign off</p>	
1.9 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health		<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners Consistent message is being delivered throughout the organisation Clear signage and instructions are displayed throughout the site 	yes	<p>Wk. 1 induction curriculum for pupils planned to teach/set expectations on the role they play in maintaining protective measures - Frequent hand and respiratory hygiene Regular cleaning of setting Emergency procedures Minimising contact and mixing Recognising symptoms and avoiding contact with anyone who has symptoms First Aid Behaviour Code</p>	

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				Awareness of what will happen if someone has symptoms in school August 20 RA & Establishment reopening plan shared with WAT for approval RA & Establishment reopening plan shared with staff once approved. Q&A follow up (email) Staff briefing 07/09/20 Letter to parents detailing expectations – Sept 2020 WAT communicate RA with other professional bodies Induction briefing for any new returner – staff/pupils Trust website COVID19 section continually updated	
1.10 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> • A staff briefing is held for all staff prior to reopening • Trust communications are distributed to all staff including those who are home based • Staff coming into school after opening receive briefing • Regular staff meetings allow for 2 way communication and feedback. • 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 	yes	Meeting with staff 7.9.20 and 8.9.20. Email 1.11.20 Risk assessment sent out prior to this so that staff can read and formulate any questions. Beginning of staff meeting / safeguarding meeting to reflect on previous week. Share DFE and Trust guidance docs with all staff – ongoing as published or updated Fire evacuation practise scheduled for first two weeks back Briefing for all staff and pupils returning after initial reopening – briefing pack Briefing information for visitors to site including supply	

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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. Revised documentation is issued to all new staff prior to them starting. 	yes	Risk assessment part of induction process for any new / returning staff / supply staff. Risk assessment sent prior to starting. Briefing information for visitors to site including supply	
1.11 Free school meals					
Pupils eligible for free school meals do not receive provision during any local lockdown		<ul style="list-style-type: none"> All pupils who are eligible for free school meals have been identified and attendance pattern sent to Trust. A plan is in place and communicated to school and family detailing provision. 	yes	Identify method of provision in agreement with the trust Staff member given responsibility to provide the Trust with family details, in the case of a local lockdown.	
1.12 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 		Measures/actions detailed in RAs form the basis of staff briefing 07/09/20. Updates communicated to staff 2.11.20. RA from ENGIE and ISS received Trust RAs required at each phase of reopening – reviewed at trust level	
1.13 School transport					

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Changes to public transport schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times		<ul style="list-style-type: none"> School will work with individual families to manage attendance/punctuality expectations in light of limitations. EWO is aware of and working with families who are having difficulties in managing attendance 		Office staff liaise with HoS regarding attendance and punctuality – work with families and EWO on an individual basis.	
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		<ul style="list-style-type: none"> A plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are reviewed and adjusted accordingly School based staff are provided with relevant training and equipment to manage additional cleaning throughout the day. There is frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and in the reception area, using appropriate products and methods End of school procedures are in place to maximise available cleaning hours Rigorous checks are carried out by the SLT and site team to ensure that the necessary procedures are being followed Classroom based resources can be shared and used within the bubble with regular cleaning Pupils and staff have own frequently used equipment e.g. pens/pencils that are not shared Cross class/bubble resources are cleaned frequently and meticulously between bubbles or rotated to allow to be left unused and out of reach for 48 hours (72 hours for plastic) between use by different bubbles. 	yes	Cleaners to start hours in Reception class area – as these leave first. Staff briefed on 'classroom based' cleaning expectations 07/09/20 Cleaning equipment made available in each area in school (disinfectant sprays, cloths, buckets, gloves) KE Daily cleaning of corridor touch points cleaned/wiped at 10am, 1:30pm and afterschool Daily cleaning of pupil and staff toilet facilities (touch points) taps, toilet seats, handles at 10am, 1:30pm and afterschool Regular cleaning/wiping of classroom touch points including desks and chairs – staff in class Tables wiped before lunch (in line with handwashing expectations) Waste bins to be lined with multiple bags Trust feedback to schools on cleaning contract management to be provided	

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		<ul style="list-style-type: none"> Pupil belongings in school are limited to essential items only e.g. lunchboxes, a bag, pencil case Sharing of resources out of the school environment is limited. Pupils and teachers can take books home but unnecessary sharing should be avoided. Waste bins are emptied twice a day, once after lunch and once at the end of the day. Waste is double bagged, sealed and remains within the room for collection by caretaker following departure of pupils/staff 			
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		<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	Resources regularly reviewed and ordered Trust procurement audit and purchase arrangements in place	
Pupils forget to wash their hands regularly and frequently		<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Handwashing takes place on entry to school, prior to departure and at set times throughout the day, before and after eating, after coughing/sneezing. Hand sanitiser is provided in locations where hand washing facilities are not readily available. 	yes	Handwashing built into daily routines at regular points during the day for staff and children. Children shown how to hand wash effectively. Hand sanitiser available at points throughout school. Pupils' induction curriculum Wk.1 to include Behaviour expectations revised linked to expectations for protective measures Staff briefing 07/09/20 Letter to parents detailing expectations – Sept 2020 Check posters and signage 8 th September Induction briefing for any new returner – staff/pupils before entering bubble	

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2.3 Clothing/fabric – NO LONGER APPROPRIATE					
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 return to school induction process. The Trust has registered as an employer on the government testing portal and named co-ordinators have been communicated to schools 	yes	Staff briefing 07/09/20 Letter to parents detailing expectations – Sept 2020 Poster displayed in key areas Liaise with Trust if staff member is displaying symptoms	
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 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 	yes	HR to provide guidance to Heads and staff on absence reporting, recording and management Trust communication to be updated and re-sent to all parents/carers and staff for September	
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	Trust communication to be updated and re-sent to all parents/carers and staff for September	
Staff, pupils and parents are not aware of the school's procedures should there be a		<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. 	yes	Trust communication to be updated and re-sent to all parents/carers and staff for September	

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confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> 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. 			
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 supporting staff in other schools in the Trust have been agreed. 	yes	PFA/FA certificates in date DSL available on site x4 PPE as appropriate for FA moving between identified bubbles Up to date training sourced and booked for those due.	
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control or there is not a dedicated medical room in school		<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Appropriate PPE is available within the medical room 	yes	Room is identified and designated as a medical room and can be used to isolate a person displaying symptoms whilst awaiting collection	
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 regular basis using a range of communication tools. A COVID-19 section on the Trust website is created and updated. 	yes	Letter to parents detailing expectations – Sept 2020 Up to date communications sent to parents Signposting to available information	
Parents and carers may not fully understand their responsibilities should a		<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via all communication channels. 	yes	Signposting - ongoing communication through text messaging/school website ongoing welfare calls	

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child show symptoms of COVID-19				Weekly updates added to school newsletter as a reminder.	
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	Staff briefing 07/09/20 Letter to parents detailing expectations – Sept 2020 Gloves/aprons/visor style masks available for staff providing intimate care PPE continually audited and reordered when necessary. Trust Procurement team auditing provision	
3. Maximising social distancing measures					
3.1 Pupil behaviour					

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Pupils' behaviour on return to school does not comply with social distancing guidance		<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured and staggered to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • Individual risk assessments have been reviewed and updated for pupils with additional needs. Concerns have been discussed with parents and a plan agreed where required. 	yes	<p>Monitor updates to social distancing guidelines for schools through DfE and amend this accordingly</p> <p>Risks assessments in place for EHCP children and shared with parents</p> <p>Behaviour / Positive Handling policies updated</p> <p>Staff instructed not to be at child's height face to face to reduce risk - Updates communicated to staff 2.11.20.</p> <p>Lunchtimes staggered. No whole school assemblies Staff briefing 08/09/20</p> <p>LBK review RA for pupils with additional needs including attendance patterns</p>	
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms, teaching spaces and cloakrooms does not support compliance		<ul style="list-style-type: none"> • Net capacity assessment completed, with each classroom and teaching space compliant with government guidance (i.e. front facing desks, consistent groups). • All excess furniture has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. • Outdoor learning is planned where possible and appropriate with required social distancing measures in place • Outdoor fixed equipment is limited to use by one bubble at a time. All participants must wash hands after use and are reminded not to touch faces after use. Cleaning of high touch areas is carried out between groups. 	yes	<p>Allocated spaces for children and daily wipe down of all chairs.</p> <p>Trim trail – not in use</p> <p>Operate on principle that children ALWAYS wash hands before going outside to play and ALWAYS wash hands immediately on return to the classroom.</p> <p>TT only used by clean hands. Access limited</p>	

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		<ul style="list-style-type: none"> Cloakroom areas have been allocated to each consistent group or, where this cannot be managed, temporary cloakroom areas are established within classrooms. 			
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. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 	yes	<p>Building layout means movement of staff and children can be kept to an absolute minimum Walk on the left and give way politely to respect social distancing.</p> <p>Compliance guidelines take into account challenges</p>	
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	<p>Playground segregated into separate areas Staggered rota for each bubble allowing separate play provision Each bubble to have own play box or outdoor equipment</p>	
3.5 Lunch times					
Pupils may not observe social distancing at lunch times		<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 separation of consistent groups. Tables and chairs have been cordoned off where this is not possible. 	yes	<p>Timetable / rota in place for different bubble sittings. Hall space cleaned down between sessions. Staggered rota and designated play area for breaks Staff briefing 07/09/20</p>	

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		<ul style="list-style-type: none"> 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 (weeks 1 and 2 initially), 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. 		<p>Letter to parents detailing expectations – Sept 2020</p> <p>Water bottles to remain in school for use by individuals</p>	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures		<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 if required. 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. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	yes	<p>Use of TA to support class teacher in identifying availability of toilets (i.e. that no other children are there). Use of a marker outside the toilets for children. <u>One at a time rule – go when you need – wait outside if someone is in there.</u></p> <p>Wk. 1 induction curriculum planned to teach/set expectations on the role they play in maintaining protective measures – explained as behaviour expectations linked to behaviour code</p> <p>Frequent hand and respiratory hygiene</p>	
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<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. Parents/Carers are encouraged to use an appointment system to stagger visitors to school Arrangements are in place for segregation of visitors. 	yes	<p>Prior appointments encouraged.</p> <p>Separation glass to remain closed at all times.</p> <p>One person in reception only. Measures to limit visitors on site in place – ‘virtual office’</p> <p>No parents in the school building without a prior agreement</p> <p>Planning of essential visitors means staggers arrival and departure</p> <p>Letter to parents – Sept 2020</p> <p>Deliveries managed at the gate wherever possible</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)
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings. Messages to parents stress the need for social distancing at arrival and departure times. Staff observe and report any breaches to SLT. 	yes	More staff presence at the beginning and end of the school day. (Those outside to wear face mask) Wk. 1 induction curriculum planned to teach/set expectations on the role children play in maintaining protective measures at arrival and departure times Staff briefing 07/09/20 Letter to parents detailing - – Sept 2020	
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing		<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. 	yes	To monitor and advise on individual basis – directed to government advice on newsletter Information given and highlighted to parents.	
3.11 Staff areas					
Staff rooms and offices do not allow for observation of social distancing guidelines		<ul style="list-style-type: none"> Offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Staff rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate 	yes	All staff made aware of guidance. No congregation during lunchtimes / before and after school. Email 1.11.20 Estates sign off arrangements	
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>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</p>		<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	<p>Pupils who fall into the category of 'clinically extremely vulnerable' should not attend school and will be supported to work at home.</p>	
<p>4.2 Staff with underlying health issues</p>					
<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 relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Current government guidance is being applied. Staff identified as clinically vulnerable or extremely clinically vulnerable are deployed to roles where social distancing can be maintained. Individual risk assessments are developed and discussed with the member of staff 	yes	<p>HR to provide updated guidance and communications to Heads/staff HR to provide updated guidance and communications to Heads/staff</p> <p>Employees who are defined as 'clinically extremely vulnerable' on medical grounds will be advised to work from home or not to come into the workplace if they cannot work from home. This will apply until the national restrictions cease.</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. 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		<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>Staff meeting / INSET focus on planning for the return of pupils, including wellbeing/mental health of children.</p> <p>Training requirements to be communicated to HR</p>	
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 briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. 	yes	<p>SLT responsibility to check on welfare of all staff.</p> <p>HR to support where required</p>	
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		
5.3 Bereavement 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)
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	Bereavement training courses are being sourced through HR Advice from outside agencies as appropriate	
6. Operational issues					
6.1 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: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	yes	Key messages - staff briefing 07/09/20 Temporary markings required on the playground so pupils can congregate at muster points whilst observing social distancing Evacuation practise two weeks Estates sign off	
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	Key messages - staff briefing 07/09/20	
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		
6.2 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. 		<ul style="list-style-type: none"> N/A – usual reopening after summer holidays 	

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)
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	yes	<ul style="list-style-type: none"> Estates team are co-ordinating additional water system checks. Compliance checks have been carried out during closure periods 	
6.3 Contractors working on the school site					
Contractors/supply staff and other external agencies on-site whilst school is in operation may pose a risk to social distancing and infection control		<ul style="list-style-type: none"> COVID-19 risk assessments/operation plans for key contractors have been provided and checked by estates and SLT An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). Supply staff/other external agencies are provided with site specific guidance and induction on arrival and are reminded of the need for social distancing. Visitor badge is clearly visible at all times 	yes	<p>SR to review supply agency documents SR to update guidance for visitors on sight SR to update visitor book with contact details Trust estates team have delivered toolbox talks to all contractors All visitors to read school risk assessment / visitor guidance and share their risk assessments with school. Assurance that contractors will not visit site without an appointment and to ensure social distancing adhered to. All building / available spaces will be in use – so unless an emergency contractors only on site when children and staff have left.</p>	
7. Extended Provision					
7.1 Breakfast and After School Club Provision					
Measures applied through the school day may be different to those at extended provision		<ul style="list-style-type: none"> Current government guidance is being followed. Extended provision groups are arranged to be as consistent as possible. E.g. by year group/key stage with no mixing between these groups. 	yes	Review clubs in January 21	

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)
leading to increased risk of transmission		<ul style="list-style-type: none"> • Clear records are maintained about attendance and group configuration to assist with test and trace operations if required. • Hygiene practices continue to be promoted and implemented throughout provision e.g. hand washing, catch it, kill it, bin it etc. • Enhanced cleaning is in operation • Resource sharing is managed in line with school based protocol e.g. quarantine or clean resources • Advance booking system is in operation to control numbers in line with staff ratios • Staff are aware of procedure for dealing with any person displaying symptoms • Isolation space is available for anyone displaying symptoms 			
9. Contingency Planning for Outbreaks					
9.1 Responding to local outbreak					
Delay in responding increases risk of transmission within the setting (case confirmed on site)		<ul style="list-style-type: none"> • All staff aware of and familiar with symptoms and process for reacting to a person on site who is displaying symptoms • Resources displayed around school to raise awareness of symptoms • Internal communication procedure is known (notify Headteacher, notify Trust SLT) • How to access a test information is displayed in key areas • Parents are advised and strongly encouraged to have symptomatic child tested and to inform school of the result. • Contact details for Public Health England health protection team are known and easily accessible 		All details have now been accessed in preparation for the new academic year.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Communication channels cause delay in informing stakeholders		<ul style="list-style-type: none"> All new parent information is collected and recorded prior to start of term. Contact detail check for returning pupils has been undertaken and records updated accordingly Communication procedure is in place and known to key staff to cascade information effectively to the community in the event that school is advised to close Staff contact details are checked and updated prior to the start of term. 	yes	Update parent emails / parenthub in September	
Local lockdown results in return to remote education		<ul style="list-style-type: none"> School has continuity plan in place to provide remote education at short notice. Continuity plan makes provision for a return to key worker/vulnerable children on site education. Staff information is up to date to ensure identification of those employees who are vulnerable or extremely vulnerable Pupil information is up to date to ensure identification of those pupils who are vulnerable or extremely vulnerable Appropriate systems are in place to provide remote education in line with curriculum and government guidance 	yes	Staff training 07/09/20 Part of Trust working party on the use of office 365 Learning platform on school website left live – so that this can be used. Ongoing checks that parents can access emails / texts etc	

Additional Risk Assessments are in place for:

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