



Blessed Holy Family Catholic Academy Trust

St. Joseph's Catholic Primary School

COVID -19 Operational Risk Assessment

COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school full reopening issued by the Department for Education on 2nd July 2020 as follows:

Assessment conducted by:	Chris Briggs	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors and visitors
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Date of assessment:	14.07.2020	Review interval:	Fortnightly	Date of next review:	18.09.2020
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Related documents	
Trust/Local Authority documents:	Government guidance: DfE guidance for full opening schools Published 2 nd July 2020

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home in exceptional circumstances where a vulnerable pupil is not able to attend school for medical reasons 14.07.2020 	Yes	•	M
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Children – majority of the school day will be in class bubbles with break time and lunchtime in Year group bubbles 14.07.2020 Staff- majority of the school day will be in class bubbles and year group bubbles (exceptions – SLT, PPA teachers and some TAs) 14.07.2020 Class sizes and timetables/staffing amended Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Desks forward facing and set seating plan so children have their desk which is the same every day. 14.07.2020 Siting on the carpet needs to be as spread out as possible (some could sit at desks) 14.07.2020 Ensure good ventilation in each classroom all day (window or door open) 14.07.2020 Water bottle on desk to remove the need for children to move around classrooms 14.07.2020 Lessons planned for individual work 14.07.2020 PE outside until half term and then review reuse of hall 14.07.2020 Clear signage displayed in classrooms promoting social distancing. • 	Yes	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Large spaces need to be used as classrooms	H	<ul style="list-style-type: none"> • Limits set for large spaces (e.g. hall, small hall) for teaching. • Large gatherings prohibited. 	Yes	•	M
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	<ul style="list-style-type: none"> • Those who are clinically extremely vulnerable or living with those who are clinically extremely vulnerable to complete personal risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible. 14.07.2020 • Agree staff are allowed to wear PPE when in school if they wish. 14.07.2020 • The Staff who are in higher risk categories from serious impact of Covid 19 (male, older and BAME) seek further medical advice if they have any other pre-existing conditions that are causing them concern. • Health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Full use is made of testing to inform staff deployment. 	Yes	•	M
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	H	<ul style="list-style-type: none"> • 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. • Pupils who are extremely clinically vulnerable or who are living with anyone who are extremely clinically vulnerable to have a discussion with SLT/SENCO and individual risk assessment completed if necessary. 14.07.2020 	Yes	•	L
1.5 The school day					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • 	Yes	•	M
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 	Yes	•	M
1.7 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. • Home and remote learning (homework) is continuing and is calibrated to complement in-school learning and address gaps identified. • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Yes	•	L
1.8 Staff workspaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Additional Staff rest areas (original staffroom and music room) 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 to be instructed to bring own cups, plates and cutlery 	Yes	•	M
1.9 Managing the school lifecycle					
Limited progress with the school's autumn term calendar and workplan because of COVID-19 measures	H	<ul style="list-style-type: none"> School calendar for the autumn term rationalised. Staff recruitment for September 2020 completed Timetable for September 2020 completed. 	Yes	•	L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	H	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	•	L
1.11 Policy review					
Safeguarding and Health and Safety policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> Relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Yes	•	L
1.12 Communication strategy					

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)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Yes	•	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> • Induction is given to all staff prior to the start of the new academic year. 14.07.2020 • A revised staff handbook is issued to all staff prior to reopening prior to the new academic year. 14.07.2020 • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	Yes		L
1.14 Free school meals					
Pupils eligible for free school meals will receive a free school meal in school	H	<ul style="list-style-type: none"> • A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school 	Yes	•	L
1.15 Risk assessments					

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)
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the start of the new academic year 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 	Yes	•	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased 	Yes	•	M
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school opens for the new academic year 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	•	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)
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Pupils will be encouraged to go to the toilet throughout the school day to minimise excessive groupings at during break and lunchtimes 	Yes	•	M
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. Inform parents wherever possible pupils wear freshly laundered clothes each day. 	Yes	•	M
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use and then sprayed. 	Yes	•	M
2.4 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. The guidance has been explained to staff. 	Yes	•	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. 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. To record any COVID-19 symptoms in staff or pupils is reported to the trust or local authority, has not been needed however planned 	Yes	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		record available			
Staff 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 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. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	•	M
Staff 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 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. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Plans are in place all stakeholders 	Yes	•	M
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	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. 	No	•	M
2.6 Medical rooms					

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)
Medical rooms are not adequately equipped or configured to maintain infection control	H	<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. (school conference room is designated for pupils with suspected COVID-19 whilst collection is arranged) • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	•	M
2.7 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 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication via the school newsletter and additional letters. • Parent information sheet created 	Yes		M
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 weekly basis via email. 	Yes	•	M
2.8 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) 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	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	Yes	•	M
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> • Arrangements are reviewed regularly. (See 1.2) 14.07.2020 	Yes	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	Yes	•	M
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Social distancing signage is in place around the school and in key areas. 	Yes	•	M
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Pupils wash their hands before and after eating. • Pupils will eat in packed lunch in their allocated area • Additional arrangements are in place, such as staggering lunch times • Allocated area is cleaned after lunch. 	Yes	•	M
3.6 Toilets					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Yes	•	M
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<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. • As the current medical is so small, the larger school councillor's room continues to be used. • Social distancing provisions are in place for medical rooms. 	Yes	•	M
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. • Only one visitor allowed in reception area at any one time. 	Yes	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. 	Yes	•	M
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public transport. Anybody travelling on public transport is required to wear face covering. 	Yes	•	H
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to opening at the beginning of the new academic year. 	Yes	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Pupils who are extremely clinically vulnerable or who are living with anyone who are extremely clinically vulnerable to have a discussion with SLT /SENCO and individual risk assessment completed if necessary. 14.07.2020 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. Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	•	L
4.2 Staff with underlying health issues					
Staff with underlying health and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Those who are clinically extremely vulnerable or living with those who are clinically extremely vulnerable to complete personal risk assessment. These staff to keep strict social distancing from other adults and as much social distancing from children as possible. 14.07.2020 Staff who are in higher risk categories from serious impact of Covid 19 (male, older and BAME) seek further medical advice if they have any other pre-existing conditions that are causing them concern. 	Yes	•	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	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 for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHcE lessons 	Yes	•	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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 workload. • Staff have been signposted to useful websites and resources. 	Yes	•	M
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 staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	Yes	•	M
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover arrangements	Y	<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Social distancing rules during evacuation and at gathering points • Possible need for additional muster point(s) to enable social distancing where possible • Staff and pupils have been briefed on any evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. • Planned fire drills 	Yes	•	L
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	•	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Site supervisor absent due to self-isolation		<ul style="list-style-type: none"> An additional staff rota is in place to cover any absences and staff have been briefed accordingly. 	Y		L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	N/A	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	N/A	•	N/A
Statutory compliance has not been completed due to the availability of contractors during lockdown	N/A	<ul style="list-style-type: none"> All statutory compliance is up to date. 	N/A	•	N?A
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	N/A	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered 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). 	N/A	•	N/A

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	<ul style="list-style-type: none"> Extended School Club staff have been furloughed until 31st August LA or trust finance team have 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. The school's projected financial position has been shared with governors and LA or trust. Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. (Finance Officer keeping a record of excess expenditure) 	Yes	•	M
9. Governance					
9.1 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 continues 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 Leadership 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. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 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. 	Yes	•	L