



Prosperere Learning Trust: CHS South

OPERATIONAL RISK ASSESSMENT FOR FULL SCHOOL OPERATION

**CHECKS AND BALANCES:
RESPONDING TO COVID-19**

Updated: March 2021

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 on 22nd October 2020 with additional guidance from 1st November as follows:

[Education & Childcare during Coronavirus: Guidance for full opening](#)

Assessment conducted by:	D Prophet	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	January 2021	Review interval:	Half Termly	Date of next review:	February 2021
Related documents					
Trust/Local Authority documents:		Guidance for school's coronavirus COVID-19 Actions for schools during the coronavirus outbreak https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/face-coverings-in-education Safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe			

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

1. Continuing enhanced protection for children and staff with underlying health conditions

1.1 Pupils with underlying health issues				
<p>Pupils with underlying health issues or those who have been required to shield are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Links to government guidance is readily available (e.g. on the school website) • The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • The School has a regularly updated register of pupils with underlying health conditions & medical plans are in place. • 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. 	<p>Y</p>	<p>L</p>
		<ul style="list-style-type: none"> • All clinically extremely vulnerable pupils are required to follow health professional advice and must self-isolate if advised to do so (e.g. in Tier 4 areas and during National Lockdown) and not attend school/ setting. • Such pupils will remain at home and continue with home learning packs and additional resources appropriate to student level and interest. Enhanced supportive measures have been put in place including food parcels, additional resources and work packs, regular contact and distanced home visits • The vast majority of students will return to school in line with Government advice and continue with full-time educational provision • Where pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional. • If children in these categories do have to attend school, then an appropriate risk assessment will be in place. The risks will be discussed with parent/carers and social workers, where appropriate. Parent/carers will sign to say that they have had the guidance explained, that they understand it and that they are happy for their child to attend school. • Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided. 		
1.2 Staff with underlying health issues				

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<p>Staff with underlying health issues or those who have been required to shield are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who have previously been 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 in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • All staff with underlying health conditions that put them at increased risk from COVID-19 are following the national guidance that has been issued. This includes shielding when they are notified by their GP or Healthcare professional that they need to do so. Staff who are Clinically Extremely Vulnerable are asked to follow the formal notification to Shield, particularly in Tier 4 areas and when in national Lockdown – due to the increased risk of infection. • CEV staff, although should have been vaccinated as part of Priority Group 1, are advised to continue to shield and not attend the workplace. This is until further data is available on vaccination effects. <hr/> <ul style="list-style-type: none"> • An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. Trust RA template should be used for this. • All staff individual risk assessments should be reviewed and updated regularly. • Individual risk assessments are in place to ensure that any potential risks are identified, and measures put in place to minimise any risks. • A pregnancy risk assessment is in place for any pregnant staff. • All staff who reach the third trimester (28 weeks) should follow the guidance from PHE and should not be working within school. • If the risk assessment brings up any significant issues for pregnant staff who are not in the third trimester then the full range of options will be considered including working from home earlier than 28 weeks. • Staff email to remind staff that if they feel that they need to have an individual risk assessment to contact either schools HR lead, Headteacher or their Line Manager to discuss individual circumstances. • Staff to have by email the latest government guidance re Return to Full School Opening 	<p>Y</p>	<p>L</p>
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		<ul style="list-style-type: none"> • The vast majority of staff should be able to continue to attend work at school with some requiring additional measures which will be detailed in the RA. (CV staff can continue to attend school) • Any staff member who needs to continue to work from home following RA is contacted fortnightly by Line Managers to ensure that they are safe and if we can offer an additional support. • Staff members who need to continue to shield have appropriate work to complete from home. • Support will be provided by Occupational Health as appropriate • Dialogue is held with Professional Associations/Trade Unions on the school's approach to staff returning to work. <hr/> <ul style="list-style-type: none"> • All employees who live with a person who is clinically extremely vulnerable will be able to have an individual risk assessment completed so that an appropriate work programme can be planned and prepared and supportive strategies and measures identified and detailed in the RA. • Staff members who need to remain working from home as a result of the RA have been given appropriate tasks to be completed whilst working from home to support the school. • They will be contacted regularly by Line Managers. Appropriate support will be provided by Occupational Health as appropriate. <hr/> <ul style="list-style-type: none"> • We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their physical and mental health & wellbeing. • Staff have also established informal welfare activities and keep in touch with colleagues through departmental teams • We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. • Staff working on site have the opportunity to speak with Line managers or a member of SLT during their working day if needed. <hr/> <ul style="list-style-type: none"> • If employees, themselves or persons within their household have COVID-19 symptoms, they should not attend school. • Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test. • Once test results are received the staff member should notify an appropriate Line Manager at the school so appropriate follow up action can be taken. • Staff should be reminded that they should not attend school, even if they are feeling better, until they receive their test results. 		
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		<ul style="list-style-type: none"> Reminders via email staff briefing and advice when needed on how to access testing. 		
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2. Enhancing mental health support for pupils and staff

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Residual Risk rating
2.1 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	M	<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 some pupils to help talk about feelings). Tutor curriculum written around the ‘Qualities of Success’ to explore the skillset needed to support a successful return to school Resources/websites to support the mental health of pupils are provided. Additional external support available for targeted students on referral. 	Y	M
2.2 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	M	<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. Staff have been asked to work to support the mental well-being of each other and to notify Line Managers of colleagues they may believe are in need of additional support. Staff have been provided with regular reminders about the support provided through our BUPA healthcare programme 	Y	M

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		<ul style="list-style-type: none"> The Trust has a document which is used to signpost staff to any additional support and/or services that they might need. All SLT and HR lead have copies of the document to use for reference during welfare calls. 		
Working from home can adversely affect mental health		<ul style="list-style-type: none"> All staff have been advised to complete online Educare courses re safe working from home Trust guidance on working from home and have been offered a simple Self-Assessment activity which can be used to identify where further support is required Where necessary school will provide a school laptop/additional equipment for staff members to use from home to enable them to complete home working requirements. Laptops / Equipment will be returned to school when the staff member returns to on site working. All staff have remote access to the school system to ensure that they are able to access all relevant information and resources. Staff working from home due to self-isolation have regular catchups 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 have been encouraged to identify specific equipment to help them working from home. This has been provided from school where possible. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y	L
2.3 Bereavement support				
Pupils and staff are grieving because of loss of friends or family	L	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support on referral. Support can be provided through our BUPA healthcare scheme. Support is requested from other organisations when necessary. 	Y	L

3. Health and Safety arrangements to limit the spread of COVID-19

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Residual Risk rating
3.1 Public Health England System Control Measures				

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<p>Limited government guidance does not support the healthy & safe opening of schools</p>	<p>H</p>	<ul style="list-style-type: none"> • Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows: <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents:</p> <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • All staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>In addition:</p> <ul style="list-style-type: none"> • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff <p>2. Face Coverings</p> <ul style="list-style-type: none"> • Current government guidance regarding the wearing of face masks is followed. 	<p>Y</p>	<p>L</p>
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		<ul style="list-style-type: none"> • Face coverings are required to be worn by all secondary school children and staff (unless medically exempt) in corridors, communal areas and classrooms, where 2m social distancing cannot be maintained. • Face coverings can be removed during PE lessons, when outdoors and when eating/drinking. All staff and students are reminded of the process to be followed for removing face coverings when this is required. • Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom. • We are actively encouraging all staff to wear face coverings except when eating/drinking , for example in shared work areas and office spaces. • Face coverings are worn when travelling on school buses and public transport <p>3. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • All handwashing routines to be revisited with all students as school moves to full opening again. • Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used. • Handwashing routines are re-taught to pupils using suitable video. • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school. <p>4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> • Catch it, Bin it, Kill it revisited with all students upon return to school. • Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and displayed around the school, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the school is checked on, and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • Pupils using public transport are reminded of the need to wear face coverings/masks. • A stock of masks is maintained and made available for staff who can’t socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport. 		
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		<p>cleaning between bubbles. Pupils are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble.</p> <ul style="list-style-type: none"> Resources are boxed, including library books, that are needed for particular classes, to avoid pupils using shared areas such as the school library. The need for staff to take pupils' work away from school is minimised. Pupils' self - assessment of work in books is undertaken where appropriate. Where possible work is completed and assessed online. Work done on paper that requires teacher input/feedback is placed in a plastic box (for the class teacher / subject teacher as appropriate) and retained in school for 48 hours before being marked. Social distancing should still be followed regardless of whether staff have been vaccinated until further data on vaccination effects are available. <p>7. Where necessary, wear appropriate personal protective equipment (PPE). The school continues to maintain and monitor stocks of PPE and has access to supplier lists.</p> <ul style="list-style-type: none"> Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. Gloves and aprons are provided for cleaning staff. Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. Stocks of PPE are regularly monitored and replenished. Staff are referred to the trust PPE guidance document. <p>8. Keeping Occupied spaces well ventilated</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air 		
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		<ul style="list-style-type: none"> • Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. • To balance the need for increased ventilation while maintaining a comfortable temperature, schools will consider: <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform • rearranging furniture where possible to avoid direct draughts. • Fire doors will not be propped open • Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. <p>9. Engage with the NHS Test and Trace process</p> <ul style="list-style-type: none"> • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Staff induction for return to school includes information about the NHS Test and Trace process. <p>10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • Contact details for local Public Health England team and local authority health and safety team are readily to hand. • In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g. the Trust, the Local Authority, the DfE/Local Health Protection Team as required). • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. • The Toolkit for confirmed COVID-19 cases in school, including the Action Plan, is followed for all confirmed cases. 		
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		<ul style="list-style-type: none"> Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required. 		
		<p>11. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> Advice provided by the local health protection team is acted on immediately. <p>Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.</p>		
3.2 Cleaning				
<p>Cleaning capacity is reduced so that an deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	H	<ul style="list-style-type: none"> An enhanced cleaning plan for cleaning/staff teams is agreed (with contract agencies) and implemented which minimises the spread of infection throughout the school. Working hours for cleaning staff are increased to accommodate additional cleaning requirements. Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> Toilets Door Handles / Push Plates / Access Buttons Kitchen areas and associated equipment Water dispensers/ coolers Printers / Photocopiers White Boards Classroom tables and chairs Computer keyboards / mice Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment). Additional lidded bins and increased emptying / replacement are provided / in-place. Additional cleaning/sanitising products available for staff use in key areas around the site Where additional activities/ equipment may be re-introduced into school routines the cleaning regime will be fully reviewed, especially regarding touch-points and that a rota system is in operation for 'bubbles' with an appropriate cleaning regime in place between bubbles. 	Y	L
3.3 Hygiene and handwashing				
<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do</p>	H	<ul style="list-style-type: none"> All handwashing routines to be revisited with all students as school moves to full opening again. An audit of handwashing facilities and sanitiser dispensers has been undertaken additional supplies are purchased as necessary. 	Y	L

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<p>not wash their hands with sufficient frequency</p>		<ul style="list-style-type: none"> • Additional hand cleansing stations to be placed in key areas around school (e.g. reception / dining area / key entry points) • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff. • Clear signage is in place at entrances to the building with instructions on where to go for hand washing – this is for all staff and students. • Main reception has hand sanitiser available as required. • All classrooms that are being used will be located near to handwashing/sanitising facilities. • Signage is in staff toilets around spraying all surfaces and handles including taps before and after use. Sanitiser spray available in main staff toilets. • All staff are reminded of these procedures in weekly briefing email. • All cleaning equipment is checked by site staff every afternoon. • Admin staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. • All deliveries and post coming into school will be stored in the Admin office. Office manager will coordinate the distribution of items. • Where possible deliveries and post will be left for 48 hours before being collected by relevant staff. • Where this is not possible, staff will dispose of wrapping in bin with a lid and wash hands immediately after opening. • Gloves are also available for handling post/deliveries; however, staff are reminded this is no replacement for handwashing. 		
<p>Pupils forget to wash their hands regularly / thoroughly and have poor hygiene routines.</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff induction / briefing includes the need to remind pupils of the need to wash their hands regularly and frequently. • All staff and pupils are encouraged to regularly wash their hands with soap and water/use sanitiser, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). • Posters around school will 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. • All staff to be highly vigilant for student coughs and sneezes and to ensure that students hand wash/sanitise straight away and are encouraged to use tissue which is then disposed of immediately. • Easily accessible hand wash facilities / sanitiser stations should be available for each cohort/group within school/setting where possible. 	<p>Y</p>	<p>L</p>

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		<ul style="list-style-type: none"> • Tissues available at all times. Staff, where appropriate, to reinforce with students the catch it, kill it bin it guidelines – staff have shared resources for this purpose. • Parents/cares have also been encouraged to talk to children about enhanced hygiene • Resources have been shared on the school website e.g. 'blowing your nose' pictorial guidance for students. • All classroom have litter bins which are emptied at the end of each day, or as requested by staff using rooms. <hr/> <ul style="list-style-type: none"> • All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. • Classroom doors to corridors should be held open to reduce the need to touch door push plates / handles. • In the event of a fire alarm staff should close classroom doors as agreed in the Fire Policy. <hr/> <ul style="list-style-type: none"> • Staff and pupils are provided with instructions on how to achieve effective hand-washing, for example, in the form of posters, written guidance and videos clips etc. • Staff regularly reinforce the 'Hands, Face, Space' message to all students through tutor time, starts of lessons, lunch times. <p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p> <p>Hand-Washing Poster</p>		
3.4 Clothing / fabric				
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<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 clearly communicated to parents. • Parents will be reminded to ensure that children's clothes are washed after return from school and that children should attend school in clean clothes each day. • All parents have been notified that due to enhanced ventilation regimes and the fact that during the winter months external air streams will be colder that students may need to wear additional items of clothing e.g. vests / T-shirts to complement their existing uniforms. 	Y	L
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> • In communal areas fabric chairs will be removed from use where possible and replaced with chairs that can be easily cleaned. • Where that is not possible chairs are limited to single person use. 	Y	L
3.5 Equipment Around School				

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<p>The use of shared equipment may lead to rapid infection spread amongst staff / students</p>	<p>H</p>	<ul style="list-style-type: none"> • Remove unnecessary items from classrooms including items / equipment that is difficult to clean. • Staff desks should be clear from any clutter and materials and resources should be stored in pedestals / cupboards. • Pupil desks should be clear at the start and end of each session. • Any resources / exercise books etc. should be stored in classroom cupboards out of the way. • All classroom surfaces will be cleaned by the site team at the end of the school day and after a change in classroom cohort. <hr/> <ul style="list-style-type: none"> • Sharing of pencils/ pens and other items of stationery is avoided where possible. • Pupils have their own stationery in their own pencil case which they are responsible for. • Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery. • Any resources that are shared by the group e.g. board games, books etc. will be sprayed down and wiped by class staff between uses and limited to one group of students only. • No sharing of practical resources between groups should take place. Resources that are shared between groups, such as sports, art, technology and science equipment should be cleaned frequently and meticulously and always between groups or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Outdoor play equipment should be frequently cleaned following use by each group. • Where additional resources/ equipment may be re-introduced into school routines the cleaning regime will be fully reviewed, especially regarding touch-points and that a rota system is in operation for 'bubbles' with an appropriate cleaning regime in place between bubbles. • If children need providing with resources, they should be given their own resource pack to take ownership of. • Pupils and teachers are advised not to take shared resources home. Unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply. <hr/> <ul style="list-style-type: none"> • Any staff equipment that may need to be shared (laminators, guillotines, photocopiers etc.) should be cleaned and sanitised before and after use by the member of staff using the equipment. • Sanitiser spray will be available in classrooms where it can be safely stored and in the staff area. • On entering a classroom, the new teacher should ensure that teacher desk, keyboard, whiteboard controls etc. are sprayed with sanitiser and wiped down. 	<p>Y</p>	<p>L</p>
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		<ul style="list-style-type: none"> If handles/ doorknobs are touched, they should be sprayed and wiped after use - one staff member to open the door for others in the group- then wipe down 		
3.6 Managing symptoms of infection				
NHS Test and Trace is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. Staff, parents and pupils are clear that they should <u>book a test</u> if they are displaying symptoms. Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Staff, parents and pupils are clear that they should self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if someone they live with develops coronavirus (COVID-19) symptoms. Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results. Post-testing support is available for staff through the school's health provider (BUPA). School will have robust processes in place for maintaining details of all close contacts, particularly related to teaching class arrangements where whole year groups may be classed as a bubble. The use of Classcharts (or other) traditional seating plans, knowledge of friendship groups and means of travel, will be used to help schools to complete their own track and trace system and reduces the need for whole year groups to isolate when there is a confirmed case in a year group bubble. 	Y	L
Transmissions due to asymptomatic cases put pupils and staff at risk and could result in some transmissions in schools going undetected. This is a particular concern given high transmissibility of new variants.	H	<ul style="list-style-type: none"> In school testing is provided in line with current government guidance. (Scientific evidence indicates that Lateral flow testing will identify new variants of Covid-19). Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details). COVID Lateral Flow test centre set up on school site. Testing team led and managed by key Deputy / Assistant Heads. Training and competency tests completed and signed off by the Team Leader. The COVID testing team has been drawn from staff volunteers from across the schools. Appropriate QA in place across all sites. All relevant paperwork sent to all staff. 		M

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		<ul style="list-style-type: none"> • Staff and students will self-swab and will not be tested without consent. RA in place – Team Leader completed using exemplar guidance from Special School Trust Colleagues. • Parents/carers of students on site and all staff will receive electronic consents, FAQs and privacy data information. • Testing has been operational since 11th January for all staff and students in keyworker provision. • Lateral Flow Device (LFD) testing will further support the safe return to face to face education for students. All students will complete 3 onsite tests, on return to school, before moving to regular twice weekly testing at home. All staff will complete regular twice weekly testing at home from 8th March 2021. • A small on-site LFD test centre will remain in operation to allow for those unable to take LFD tests at home to take the LFD test on-site. 		
Infection transmission occurs 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 NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent government guidance, should the tests prove positive or negative. This includes isolating the individual in a medical room until parents can collect / member of staff can safely go home. • PPE equipment is available in the medical room for first aid incidents / dealing with potential infections. • 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 in line with the most recent government guidance. 	Y	M
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. • This guidance is readily available (on the school's website). • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. • Parents have been sent clear guidance around what COVID symptoms are and what to do if their child or themselves has symptoms including testing guidance. This guidance is readily available (on the school website). • All families receive a regular communication from school, reminding families of the guidance around COVID 19 and symptoms. 	Y	L

		<ul style="list-style-type: none"> • All parents are aware that if pupils, or persons within their household have COVID 19 symptoms then the pupils must not attend school. • Parents of pupils with COVID 19 symptoms will be instructed to get their child tested. • School staff will direct parents to appropriate testing guidance and will support parents in arranging an appropriate test if this is needed. • Where parents / students have difficulty in accessing a test through the normal NHS testing programme school may issue the individual with a home test kit which are available for use in exceptional circumstances. These are specifically for those individuals who may have barriers to accessing the normal testing programme. • Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms. • If employees, themselves or persons within their household have COVID-19 symptoms, they should not attend school. • Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test. • Once test results are received the staff member should notify an appropriate Line Manager at the school so appropriate follow up action can be taken. • Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms. • Daily reminders at staff briefing (socially distanced) and advice when needed on how to access testing. • Staff and students over the age of 16 have access to the COVID-19 App to assist with 'contact tracing'. The Trust encourages the use of the app and has produced guidance on how school should respond to an individual receiving a contact notification via the App during the school day. • The Trust has developed a clear control protocol for dealing with confirmed cases of COVID 19 in school. • This is shared and understood by all Senior Leaders within schools. • The school will establish a COVID response team to follow Trust protocol in the event of a confirmed case. • This protocol ensures that there is sufficient understanding and strong processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> ○ Support those with symptoms to book a test ○ Contact Public Health when aware of a confirmed case. ○ Understanding of Track and Trace system 		
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		<ul style="list-style-type: none"> ○ Procedures to work with Public Health to determine actions to be taken. ○ School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. ○ School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. ○ Exemplar letters / emails /scripted calls all prepared ● If an outbreak is confirmed by Public Health England, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. ● Remote/distance learning contingency arrangements for all pupils will be maintained in case of school/ year group closure during any local COVID 19 outbreaks. 		
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	<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. ● This guidance is readily available (on the school's website). ● Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	L
3.7 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"> ● The SLT will ensure that a designated First Aider is always in school when the school is open. ● Any shortfalls in First Aider provision will be notified to the Executive Leadership Team ● A programme for training additional staff across schools is in place. ● Collaborative arrangements for sharing staff with other schools in the locality have been agreed. ● All schools have more than one trained Designated Person. ● School will ensure that a representative of the safeguarding Team is available for contact each day the school is operating. In the event of the Designated Person not being in school the nominated SLT lead will be responsible for liaising with one of the safeguarding Team if a Safeguarding issue arises. ● The school has produced an addendum to its Safeguarding Policy in line with current government guidance. 	Y	L
3.8 Medical rooms				

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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. • The school has identified additional 'medical' rooms which are designated for pupils/staff with suspected COVID-19 whilst arrangements are being made for them to be collected / go home. This is in line with DfE guidance. • Such rooms will be located near the main reception, be enclosed and will be easily supervised. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	L
3.9 Communication with parents				
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"> • Clear 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 • Key information is readily available (on the school website / in the shared staff server space) 	Y	L
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> • As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. • Specific communications on the requirements for school attendance during Spring Term are issued and followed up with direct contact with parents where necessary. • A COVID-19 section on the school website is created and updated. • Parent and pupil guidance created and readily available. 	Y	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 weekly basis via the school's usual communication tools (email, text, app and the school's website). 	Y	L
3.10 Personal Protective Equipment (PPE)				
Provision of PPE for staff where required	H	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	Y	L

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is not in line with government guidelines		<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care; First aiders, those treating suspected cases of infection, 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 and hygiene routines. 		
Staff undertaking 'higher risk' personal care are not appropriately equipped with PPE in line with government guidelines	H	<ul style="list-style-type: none"> Unlikely to occur in mainstream settings. Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. <p>Any procedures are done in a separate, ventilated room where possible.</p> <ul style="list-style-type: none"> Additional guidance and support will be taken from appropriate Health Agencies if necessary 	Y	L

4. Maximising distancing measures

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Residual Risk rating
4.1 Pupil behaviour				
Pupils' behaviour on return to school does not comply with current distancing guidance	H	<ul style="list-style-type: none"> The School Behaviour Policy and expectations have been updated to reflect COVID measures and communicated to all staff, pupils and parents. Clear messaging to pupils on the importance and reasons for social distancing/operating in Year/Class bubbles is reinforced throughout the school day by staff and through posters, notice boards, and markings as appropriate. These messages will be regularly reinforced with students by staff on their return to school. For some children this is done through age-appropriate methods such as stories and games. Staff model distancing consistently around school at all times. The movement of pupils around the school is minimised as much as possible. Large gatherings are avoided. Break times and lunch times are staggered / structured to support social distancing and are closely supervised. Senior leaders monitor areas where there are breaches of distancing measures and arrangements are reviewed. 	Y	L

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		<ul style="list-style-type: none"> • Messages to parents reinforce the importance of distancing and COVID prevention measures. • Wilful disobeying of rules relating to staying within Year Groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary. 		
4.2 Classrooms and teaching spaces				
The size and configuration of classes and teaching spaces does not support compliance with distancing measures and will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • All classrooms have been assessed and configured to allow teachers to maintain 2 metres+ social distancing with pupils desks facing the front in rows, in line with current guidance. • Those classrooms deemed unsuitable for classes are closed for this purpose and may be used to support small group provision / additional space for staff work areas. • Timetable is developed using those rooms identified as suitable with appropriate control measures in place. • All furniture not required has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Y	L
	H	<ul style="list-style-type: none"> • There is full compliance with the DfE system control measures set out in the latest government guidance. • Classrooms are organised maintaining space between pupils/ children/ adults where possible. This should be a minimum of 2 metres between adult and students at all times: • Small adaptations are made to the classroom to support distancing, including seating pupils side by side and facing forwards, rather than face to face or side on. • Classrooms organised maintaining space between seats/ desks where possible. • Teachers / Support assistants should stay at the front and maintain 2m distance from students and other adults. • Clear markers placed on desks to indicate where students should not sit if needed. • Clear signage displayed in classrooms promoting social distancing and other COVID measures e.g. handwashing • Staff will use visual and verbal support to remind pupils to observe social distancing, however this may not be possible to achieve with some pupils. These pupils should be engaged with activities that will allow for minimal close contact such as preferred activities. • Pupils observe hygiene guidance and wash hands frequently. • Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Throughout the school there are a wide array of reminder posters / messages to reinforce to all staff / students the importance of the COVID measures that are in place • Student teaching groups will be adjusted to reduce the amount of inter-group movement and reduce mixing of students between groups. 	Y	L

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		<ul style="list-style-type: none"> • In line with current government guidance face coverings are now advised for all staff and students in classrooms during lessons and in communal areas, except for those that are exempt. • Staff and students are reminded that where face coverings are used on a regular basis that care should be taken putting on and removing coverings, so that the face is not touched, and that appropriate hand cleaning / sanitising should take place at regular intervals throughout the day. • Arrangements will be reviewed in line with current Government guidance. • Contact between individuals is minimised and social distancing maintained wherever possible. • Social distancing should still be followed regardless of whether staff have been vaccinated until further data on vaccination effects are available. 		
<p>Occupied spaces are not kept sufficiently ventilated and may increase risk of infection via aerosol transmission</p>	<p>H</p>	<ul style="list-style-type: none"> • All staff have a responsibility to ensure that when the school is in operation a comfortable teaching environment is maintained whilst ensuring that occupied spaces are well ventilated. • Natural ventilation: Doors and windows to classrooms / occupied spaces should be kept open where it is possible and practical to do so. In cooler weather windows should be opened partially to allow a constant level of background ventilation. Windows should be opened more fully when the rooms are not in use. • Natural ventilation: Where safe to do so external doors (not fire doors) should be opened and external windows on corridors and circulation areas should be opened to help create a throughput of air within the building. • Site staff should support the ventilation around school by ensuring that where appropriate 'high levels' vents / windows are opened to increase ventilation but reduce direct draughts. In addition, windows / doors should be opened where possible at times that occupied areas are not being used e.g. start and end of school / breaks and lunches / during lessons when the room is unoccupied – to maximise ventilation to areas throughout the day • To balance the need for increased ventilation while maintaining a comfortable temperature, schools will consider: <ul style="list-style-type: none"> · opening high level windows in colder weather in preference to low level to reduce draughts · increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) · providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform · rearranging furniture where possible to avoid direct draughts. • Fire doors will not be propped open 	<p>Y</p>	<p>L</p>

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		<ul style="list-style-type: none"> • Site staff will ensure that school heating systems are used to appropriately balance 'comfort levels' in occupied areas to take account of increased ventilation • Mechanical ventilation systems will be regularly checked by site staff / external contractors to increase the ventilation rate where possible so that normal operation meets current guidance (full fresh air where possible) 		
Large spaces need to be used as classrooms	L	<ul style="list-style-type: none"> • Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Design layout and arrangements in place to enable social distancing. • Large gatherings within school are prohibited. • Communal gatherings of more than one-year group should not take place E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Ideally collective worship / assemblies / delivery of key messages or information should be via online resources e.g. PowerPoint / Teams / Zoom during form/tutor time. • Occupied spaces will be well ventilated (see above) • Outside space is used where appropriate for learning. 	Y	L
The use of shared spaces and specialist classrooms increases the risk of infection between year groups	H	<ul style="list-style-type: none"> • Shared spaces and specialist classrooms to be used by one discrete year group at a time. • Large and specialist spaces are cleaned and disinfected thoroughly before and after use. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing. where possible. 	Y	L
The use of spaces for AP/inclusion/withdrawal of pupils/ detentions risks the spread of infection	H	<ul style="list-style-type: none"> • Social distancing is fully observed when small groups of pupils are withdrawn (e.g. for SEND pupils), in Alternative Provision/internal inclusion units and when pupils are in detention. • Spaces are cleaned after use. 	Y	L
The provision in music lessons needs to be adapted to ensure infection risk is minimised	H	<ul style="list-style-type: none"> • Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15 if possible (this is no longer a requirement for lessons BUT still applies for extra curricular activities), instruments should not be shared and pupils should stand back to back or side by side. • If classroom based curriculum will be adapted to ensure that singing / wind / brass is only covered practically in lessons where there is adequate ventilation due to the risk of cumulative build up of aerosols. • Additional cleaning regime will be in place in all classrooms where other practical instruments / keyboards etc may be used. 	Y	L

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		<ul style="list-style-type: none"> Schools will review provision of peripatetic / small group /individual music lessons. Groups will be limited; practice rooms will be well ventilated and appropriate distancing will be in place. 		
The provision in PE lessons needs to be adapted to ensure infection risk is minimised	H	<ul style="list-style-type: none"> Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised, and large indoor spaces should be used where it is not. Considerations for indoor PE: <ul style="list-style-type: none"> Indoor PE sessions will take place in large well- ventilated spaces. Windows and doors should be open (where it is safe and appropriate to do so). Consider PE activities that use limited equipment, such as dance, yoga, circuits. If equipment is used, this should be kept to a minimum and pupils should be given their own equipment and use only this during the lesson. Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses. Contact team sports will be removed from the curriculum until guidance is reviewed. Students will not use changing facilities until guidance is reviewed by Sport England / DfE. PE kit will be worn under uniform by students on the appropriate days. Specific advice and guidance on safe delivery of the curriculum will be taken from BALPE / AFPE and other PE Teaching Associations 	Y	L
The provision in a range of practical lessons (Art, Technology, Dance, Drama, Science etc) needs to be adapted to ensure infection risk is minimised	H	<ul style="list-style-type: none"> Pupils should be kept in consistent groups for practical subjects where possible. Activities will be reviewed to ensure the risk of infection is limited. The use of practical demonstration by staff members will be used as an alternative to student engagement in practical's Additional cleaning regime will be in place in all classrooms where other practical equipment/ tools / keyboards etc may be used. Specific advice and guidance on safe delivery of the curriculum will be taken from Subject Specific Teaching Associations as appropriate. 	Y	L
4.3 Movement around school				
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. 	Y	L

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		<ul style="list-style-type: none"> • Staggered start and finish times, adjustments to break and lunch times have been implemented as necessary, together with ensuring appropriate time for cleaning surfaces and equipment in shared areas. • Face coverings are employed by staff and students in communal indoor areas where social distancing isn't possible unless they are exempt. • Groups of students will have directional travel routes to follow which will be supervised by key staff. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. Students will be supervised to from social spaces if this is required. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate duty rota and supervision levels are in place. • As the school is in an area designated as high/very high risk –all staff and students are asked to wear face coverings when moving around the school and in communal areas, unless they are exempt. • We are actively encouraging all staff to wear face coverings except when eating/drinking or teaching, for example in shared work areas and office spaces. • Appropriate duty rota and supervision levels are in place. 		
<p>Social distancing guidance is breached when lifts are used in the school</p>	<p>H</p>	<ul style="list-style-type: none"> • The school has implemented a reduction in lift use. • Priority use is given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. • Staff encouraged to use stairs. • Face coverings are employed by staff and students in communal indoor areas where social distancing isn't possible unless they are exempt. • Individuals issued with lift key /fob to control access. • Lifts used by one individual at a time where possible. • Enhanced cleaning regime within lift areas especially high contact points call buttons etc. 	<p>Y</p>	<p>L</p>
<p>4.5 Lunch times</p>				

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<p>Pupils may not observe appropriate distancing at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> • Lunch times are planned so that communal gatherings are limited to one large / bubble or year group. • All staff and students are asked to wear face coverings when moving around the school and in communal areas, unless they are exempt. Within dining areas the rule is that when seated and eating face coverings do not need to be worn BUT when standing or moving the face coverings should be worn. Appropriate cleaning regimes are in place throughout and between meal sittings. • Pupils are reminded about social distancing as lunch times begin. • Pupils wash/sanitise their hands before and after eating. • Dining area layouts have been configured to ensure compliance with current distancing guidance. • Tables and chairs that are not being used have been removed / cordoned off where this is not possible. • Stagger entry to the dining area / floor markings / barriers are used to manage queues and enable appropriate distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Kitchen staff will wear appropriate PPE when serving food. • Eating areas and key touch points within them e.g. serving area / tray rack etc are cleaned thoroughly after each lunch sitting. • Supervising staff will ensure that the dining areas are always well ventilated. • 	<p>Y</p>	<p>L</p>
<p>4.6 Toilets</p>				
<p>Queues for toilets and handwashing risk non-compliance with distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • Face coverings are employed by staff and students in communal indoor areas where social distancing isn't possible unless they are exempt. • Queuing zones for toilets and hand washing have been established and are monitored. • Each Year Group will have access to dedicated toilet facilities within their bubble. • 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. • Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands 	<p>Y</p>	<p>L</p>

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4.7 Medical Rooms				
<p>The configuration of medical rooms may compromise social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged near to reception /main entrance. • Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance • Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above. • Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. Any pupils experiencing symptoms should be taken to wait in the designated medical room. • If a pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>Y</p>	<p>L</p>
4.8 Arrival and departure from school				
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>	<p>H</p>	<ul style="list-style-type: none"> • Start and finish times for groups of students will be staggered. • Face coverings are employed by staff and students in communal indoor areas where social distancing isn't possible unless they are exempt. • The use of available entrances and exits is maximised where appropriate. • 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 and departure to avoid groups of people congregating. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • SLT / duty staff will be on door / gate duty every day to oversee entrance and exit procedure. • School will develop, share and display drop off/ collection protocols. • All protocols are shared via staff briefing and with parents through usual communication channels. • Weekly messages to parents stress the need for distancing measures at arrival and departure times. • Students will be encouraged to walk or cycle to school to aid social distancing at start and finish times 	<p>Y</p>	<p>L</p>

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		<ul style="list-style-type: none"> Students and staff to be reminded of the importance of regular handwashing / sanitiser use. 		
4.9 Transport				
<p>The use of public and school transport by pupils/staff poses risks in terms of social distancing</p>	M	<ul style="list-style-type: none"> The school will survey students upon return to school to confirm mode of transport used by pupils, route to school and any potential alternatives. Where it is identified that there is heavy use of 'wider public transport' on specific routes the school will contact TfGM and the Local Authority regarding the commissioning of school buses to see if arrangements can be made to reduce the use of Public Transport where possible. Students have been encouraged to walk / cycle to school as far as is possible. Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Pupils on dedicated school buses (included those used for curricular and extra-curricular provision) should wherever possible: <ul style="list-style-type: none"> Sit together in their year groups, Ensure hands are sanitised on boarding/ disembarking Use face coverings unless they are exempt. Where the school uses external transport providers assurance has been sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed. Staff are regularly reminded of the Trust Cycle to Work Scheme and are encouraged to walk or cycle to work where possible. Staff are also reminded of government advice re car sharing via staff briefings and emails. Staff have been reminded that car sharing should be avoided where possible, as all occupants of the vehicle will be classed as a close contact if someone tests positive. 	Y	L

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Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to extending provision. Effective liaison with bus companies (if appropriate) is used as a basis for planning staggered start and departure times. Process in place to manage safe movement of pupils to their base class if they arrive late 	Y	L
The school car park poses significant risk to effective social distancing	M	<ul style="list-style-type: none"> Parents have been advised not to drop off / pick up students within the school car park. Staff are encouraged to leave a car space between themselves and the next vehicle when parking, as far as is possible. Clear routes from the carpark to main entrance are available for all staff and visitors. Additional site security will be in place if parking measures need to be controlled. 	Y	L
4.10 Staff areas				
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> Face coverings are employed by staff and students in communal indoor areas where social distancing isn't possible unless they are exempt. Reconfiguration of staff rooms and offices has been undertaken prior to the school extending provision to allow for social distancing between staff. Occupied spaces will be well ventilated (see section 4.2 above) Staff have been briefed on the use of these rooms and the need to maintain their distance (minimum 2m) from any other member of staff or student. All staff have been advised to adhere strictly to distancing rules due to the rapid transmission of a new variant of the virus, which appears to be spreading across the country. Staff have been reminded not to become complacent due to the positive impact of our previous COVID Measures. As the school is in an area designated as high/very high risk –all staff and students are asked to wear face coverings when moving around the school and in communal areas, including toilets, unless they are exempt. We are actively encouraging all staff to wear face coverings except when eating/drinking or teaching, for example in shared work areas and office spaces. Staff advised to use additional areas to work from including classrooms when not in use for lessons. Staff responsible for spraying / sanitising personal work area/equipment before use There will be occupancy limits in place in all staff rooms, planning rooms and offices for employees. All non-teaching rooms to have clear maximum occupancy levels displayed near entrance to guide staff on safe use of area. 	Y	L

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		<ul style="list-style-type: none"> • Open offices will have entry restrictions in place. • Use of confined areas by more than one person prohibited. • Occupied spaces will be well ventilated (see section 4.2 above) • All staff and students are asked to wear face coverings when moving around the school and in communal areas, including toilets, unless they are exempt. • We are actively encouraging all staff to wear face coverings except when eating/drinking, for example in shared work areas and office spaces. • Reduction in lift use with priority given to employees with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs. • Contact with Admin staff will be limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible. Where possible contact should be via phone, on-line or through the office 'hatch' if available. • Care will be taken to maintain appropriate social distancing measures between all staff members BUT particular care must also be taken to ensure that core groups of staff within a team do not prevent the safe operation of the school, by taking a whole team out through isolation. • E.g. SLT should ensure they maintain their distance from other members of SLT consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management. This applies to other teams e.g. Site Staff / Maths Team / kitchen team etc. • Sensible approaches should be adopted to ensure that a school has continuity in all areas of operation. 		
		<ul style="list-style-type: none"> • If staff bring in their own food this should be food which does not require heating or additional preparation • Sanitiser spray available to spray any preparation area / equipment before and after use, staff reminded of this in staff briefing. • Use of staffroom beverage area to be limited to preparation of hot drinks. Employees responsible for using their own / designated cup or mug. • Employees to store, where possible, coats, bags and non-work essential items safely. Employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks. 		
<p>The configuration of the school kitchen makes compliance with distancing measures problematic</p>	<p>H</p>	<ul style="list-style-type: none"> • Kitchen staff maintain social distancing of 2m in the kitchen. • If not possible 1m plus additional controls. • Where possible kitchen staff should be grouped into teams with the teams working as independent bubbles to reduce risks of transmission across a whole team. • Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) 	<p>Y</p>	<p>L</p>

5. Maintaining educational provision for all children				
Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Residual Risk rating
5.1 Maintaining provision				
Educational provision must be maintained for all children when the school returns to full operation	M	<ul style="list-style-type: none"> • There is full compliance with the DfE system control measures set out in the latest government guidance. • Pupil groups are arranged to enable the school to deliver the full range of curriculum subjects and for students to receive specialist teaching as required. • The school is working to maintain the smallest practical groups sizes possible and to maintain elements of consistency within these groups. • The school has adapted a process where it will attempt to maintain the integrity of Year based groups, in particular at social times such as break / lunch / specialist provision. • Each year group is allocated a designated set of rooms/spaces and stays within this area except for specialist teaching (e.g. science, technology, art) or when using the dining room or other shared spaces. • All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group. • Planning and Schemes of Work are reviewed and revised to minimise the use of shared and specialist facilities by bubbles one after the other and to maximise the use of teacher demonstrations rather than practical activity by pupils. • Pupils observe hygiene guidance and wash hands frequently. • Teachers moving between groups will comply with social distancing and hygiene guidance. • Timetable and arrangements for each year group avoid contact between year groups when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving). • Staggered arrival and leaving times; break times and lunch times. 	Y	L

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		<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. Where children are having to self-isolate the school has robust systems for maintaining contact with students throughout their isolation period. Regular contact is made with key groups of pupils who do not attend as prioritised by the school. This is outlined in the school's safeguarding documentation. If a child is classified as vulnerable school will notify the child's social worker (if they have one) and will agree with the social worker the most appropriate way to maintain contact with the individual and maintain their engagement with learning. This will include regular checks on the individual's ability to access remote learning and their engagement with the remote learning offer. 		
Educational provision must be maintained for all children with EHCPs when the school extends its provision	M	<ul style="list-style-type: none"> Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return. Parents contacted to involve them in planning for children's return - e.g. social stories/ visits. Regular contact with parents to review how children are coping with accessing school provision. Range of strategies used to ensure that provisions of EHC plan are well delivered alongside current constraints including appropriate use of remote learning and external support services and therapies as appropriate 	Y	L
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing to be developed across the school and is calibrated to complement in-school learning and address gaps identified. All students have access to the school's online platform MS Teams and additional training on the use of Teams is provided during the first few days of return to school in September, revisited at regular intervals throughout the year. The school has worked hard to identify those students who struggled to effectively access the home learning provision and will work with them whilst in school to address issues that are raised. The school fully complies with the temporary continuity direction and has a robust remote education offer for all students attending the school. Where possible the school will attempt to provide ICT access to those families, where they are struggling to effectively access ICT based home learning solutions. 	Y	M

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		<ul style="list-style-type: none"> As well as online provision a range of traditional learning activities will be available to those children who are required to work from home but have limited ICT access or do not wish to use ICT to facilitate their learning. The school continues its work on keeping children safe online throughout a range of delivered lessons, tutor led sessions and virtual briefings /activities delivered through tutor time / drop down sessions. The school's online safety messages are regularly communicated to parents. The school is in the process of identifying how it can make best use of the government's Catch Up funding. Individual plans are developed for intervention with those pupils who are identified as having fallen behind in their learning. 		
Pupils eligible for free school meals do not continue to receive meals / vouchers on the days that they are not 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 and continue to receive vouchers/school meals when not in school. Where children are not able to attend school for medical reasons the school will ensure that appropriate provision of FSM is maintained for those students entitled to it. (Either via Food-parcels / provision of vouchers) Specific families are guided to 'Foodbank' support as appropriate to need. 	Y	L
Staff are not equipped or trained to deliver remote learning	M	<ul style="list-style-type: none"> All staff are inducted in the use of MS Teams. All staff have equipment to deliver online learning from their classrooms and from their homes. All staff receive support and training to ensure that pupils learning at home and at school follow the school's curriculum plans. 	Y	L
The school is unprepared for a local lockdown should the rate of infection rise in the area	M	<ul style="list-style-type: none"> There is full compliance with the DfE system control measures set out in the latest government guidance. A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during the school closure period are applied to the contingency plan. 	Y	L
5.2 Managing the school lifecycle				

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Limited progress with the school's forward planning calendar and work plan because of COVID-19 measures	M	<ul style="list-style-type: none"> • School calendar for the next academic year plan and rationalised. • Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. • Staff recruitment conducted via virtual / online platforms for January 2021 and beyond • Curriculum plans and timetable for September 2021 are now in development and will consider the implications of COVID planning on our delivery from Sept 2021 onwards.. 	Y	M
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online transition events for pupils and parents are planned. Physical transition events may be planned in line with current guidance and will be implemented if appropriate. 	Y	M

6. Operational issues

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Residual Risk rating
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"> ○ Maintenance of integrity of Year/Class groups/bubbles ○ Absence of key members of 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. 	Y	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. • Fire evacuation drills will continue to be delivered at least once per term. 	Y	M

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Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> • Sufficient staffing / resources are in place to maintain the security of the building and its occupants. • Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. • All SLT are fire marshals- there is always a member of SLT on site. 	Y	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 have been recommissioned. 	Y	L
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 lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Y	L
Visitors on-site whilst school is in operation may pose a risk to distancing measures and infection control	H	<ul style="list-style-type: none"> • Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc.) are in place • Any school visits should continue to be limited where possible. • Appointments are to be made for external meetings / school visits and will be managed centrally by SLT to ensure only essential meetings take place and that these are held in appropriate venues. • Wherever possible, meetings should continue to be held virtually using Zoom / Teams. Where this is not possible, this will be restricted to essential visitors only including health, Education Psychologist, therapeutic providers, social care, GMP and CAMHs. All meetings will be restricted in numbers to ensure that 2m can be maintained between all attendees. Meeting to take place in large meeting rooms with full cleaning and sanitise in-between. Attendees to wear mask, unless exempt. 	Y	L
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • 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. • At busy times of the school day access to the school reception will be limited and controlled (e.g. one in / one out process). 	Y	L
6.3 Contractors working on the school site				

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<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>H</p>	<ul style="list-style-type: none"> • Non-essential repair / contracted works in buildings to be carried outside school hours. • 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. • PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> ▪ Fire Alarm and Detection ▪ Powered Doors / Gates ▪ Legionella and Water Testing ▪ Electrical Safety ▪ Gas Safety ▪ PAT Testing ▪ Asbestos Management • Site Team to go through expectations with any contractor that requires access to the school premises. Site Team to email head teacher weekly to advise of any contractors that will be on site and confirm that health and safety concerns/procedures have been fully discussed. • 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). • Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. • All deliveries of supplies will be to the main entrance – office staff will answer the intercom and ask driver to leave supplies for them and/or site staff to collect. Site Team to coordinate all suppliers and contractors according to school guidance. 	<p>Y</p>	<p>L</p>
<p>6.4 Risk Assessment, Induction and staff CPD</p>				

Operational risk assessment for school reopening

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 school extends provision 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 	Y	L
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> • All staff directed to key guidance and policies upon their return to school • 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 	Y	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 – prior to them starting. • All staff directed to key guidance and policies upon their return to school 	Y	L

7. Finance

Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Residual Risk rating
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	M	<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. • LA or 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 trust. 	Y	M

8. Governance				
Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Residual Risk rating
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.	M	<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 Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. 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. Although physical visits by Governors to school are not taking place unless absolutely necessary governors are encouraged to engage actively with school and their key contacts through online meetings and activities. 	Y	L
Governors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on extending provision. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y	L
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 (with appropriate addenda) 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. 	Y	L