

COVID-19: September 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 2nd July 2020 as follows:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september?utm_source=23%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Assessment conducted by:	Wendy Casson	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
--------------------------	--------------	------------	-------------	----------------------------	--

Date of assessment:	29/09/20	Review interval:		Date of next review:	2.11.20
---------------------	----------	------------------	--	----------------------	---------

Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <p>https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19</p> <p>https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>

[guidance for early years and childcare providers during the coronavirus \(COVID-19\).](#)
[NHS COVID-19 app](#)

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					

Available capacity of the school is reduced when social distancing guidelines are applied

H

- Utilise all learning areas to enable all pupils to attend the premises on any given day to enable compliance with social distancing rules.
- Agreed new timetable and arrangements confirmed for each year group.
- Arrangements in place to support pupils when not at school with remote learning at home.
- Wherever possible, pupils will remain in one teaching area, apart from PE, ICT and Vocational learning. Staff will move between classes as needed

Y

Cohort of year KS2 is relatively small and can be managed within their current learning space
 KS3 and KS4 learners at Pegasus allocated to separate areas of Pegasus building.
 Learners attending Athena to remain in own learning area wherever possible
 ATLAS and Chrysalis students retained in own learning area wherever possible
 Low challenge academic curriculum supporting re-engagement / emotional well-being and pastoral support during the first three weeks

L

which has now been extended following the increase in R rate and local lockdown measures
Small groups sizes to allow for social distancing.
All students to have own work space

1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) Classrooms re-modelled, with chairs and desks facing forward and in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In primary schools, classes stay together with their teacher and do not mix with other pupils. In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. 	Y	KS2 maximum 7 in group KS3 and KS4 – max 8 Rooms will be checked to ensure they are able to support 8 learners safely Staff and SLT to remain in identified Centre	L
				Learning areas remodelled in line with guidance Signage to remain in place Students will arrive at designated entrance and will remain in same group / classroom	
Large spaces need to be used as classrooms	H	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Y	Social distancing markings to remain in place where required One way systems to be implemented for entry and exit	L
1.3 Availability of staff and class sizes					

<p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning</p>	<p>H</p>	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. • Full use is made of testing to inform staff deployment. • 	<p>Staff risk assessments to be revisited identifying whether they still need to shield 1 – shielding but supporting curriculum or online platform</p> <p>Y</p> <p>L</p>
--	----------	---	--

1.4 Prioritising provision

<ul style="list-style-type: none"> • 	<p>L</p>
---	----------

1.5 The school day

<p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Start and departure times are staggered where possible. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. 	<p>Students supervised at all times Movement through centres are limited – with clear areas of direction indicated</p> <p>Y</p> <p>L</p>
--	----------	--	--

Educational Diversity operational risk assessment for school reopening

- Attendance patterns have been optimised to ensure maximum safety.

Floor marking used where needed
Staff to be on duty points to remind of social distancing and to move pupils into centre as soon as they arrive at school

1.6 Planning movement around the school

Movement around the school risks breaching social distancing guidelines

M

- Circulation plans have been reviewed and revised.
- One-way systems are in place where possible.
- Appropriate signage is in place to clarify circulation routes.
- Pinch points and bottlenecks are identified and managed accordingly.
- Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.
- Lesson change overs are staggered to avoid overcrowding.
- Pupils are regularly briefed regarding observing social distancing guidance.
- Appropriate duty rota and levels of supervision are in place.

Y

As all learners are supervised at all times, movement around school will be managed by SLT and staff teams

L

1.7 Curriculum organisation

Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened

H

- Gaps in learning are assessed and addressed in teachers' planning.
- Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.
- Exam syllabi are covered.
- Plans for intervention are in place for those pupils who have fallen behind in their learning.

N

Initially, students will be resettled / re engaged with learning and routines.
Work is differentiated in consideration of learning needs – low challenge / low confrontation
Will be revisited
Recovery Curriculum to move in stage 2 and 3 during first 3

M

weeks. Extended into week 4 with a interim curriculum offer for remainder of half term delivered by form staff to prevent movement of staff

1.8 Staff workspaces

Staff rooms and offices do not allow for observation of social distancing guidelines

H

- Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.
- Staff have been briefed on the use of these rooms.

Y

All staff have weekly emails reminding them of processes whilst in centre, respecting social distancing and hygiene. Staff discouraged from being in staff rooms

L

1.9 Managing the school lifecycle

Limited progress with the school's Autumn term calendar and work plan because of COVID-19 measures

M

- School calendar for the summer term rationalised.
- Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.
- Staff recruitment for September 2020 completed.
- Curriculum and timetable for September 2020 completed which includes our recovery curriculum plan.

Y

SLT members focusing on school improvement planning
Staffing requirements being finalised alongside supply needs

L

Pupils moving on to the next phase in their education do not feel prepared for the transition

H

- A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues.
- There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, and 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 induction days for pupils and parents are planned.

Y

Pathways for All Engagement Coaches and Head of Careers continue to support Post 16 transitioning
Careers page added to online learning platform and "Start Blackpool"
Virtual tours being developed for Year 6 students into mainstream and Lotus
Use of Emotional well-being worker to prepare students for transition

Virtual Work Experience opportunities available

L

Engagement Coaches to be based in two main centres to start working with year 11'S

1.10 Governance and policy

Governors are not fully informed or involved in making key decisions

H

- Online meetings are held regularly with governors.
- Governing bodies are involved in key decisions on reopening.
- Governors are briefed regularly on the latest government guidance and its implications for the school.

Y

Management Committee members were briefed on plans during online meeting Thursday 25/06/20
Government guidance uploaded to Governorhub 03/07/20

L

1.11 Policy review

Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances

H

- All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.
- Staff, pupils, parents and governors have been briefed accordingly.

Y

Individual behaviour risk assessments have been completed for all students in centre
Fire evacuation been amended [fire and bomb threat](#)
Addendum on the Behaviour Policy [Behaviour Policy COVID-19](#).
Document signed by parents/ . carers agreeing processes if behaviour escalates.

L

1.12 Communication strategy

Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health

H

- Communications strategies for the following groups are in place:
 - Staff
 - Pupils
 - Parents
 - Governors/Trustees
 - Local authority
 - Regional Schools Commissioner
 - Professional associations
 - Other partners

Y

Weekly emails to staff updating them of current thinking and current developments
Letters and text messages to parents / phone calls also made
LA kept abreast of plans
All plans and documents checked by NASUWT rep in school
All updated information uploaded onto website

L

Educational Diversity operational risk assessment for school reopening

1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> • A revised staff handbook is issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 	Y	Document emailed out to all staff with the updated documents that have been approved by Union Rep All documents placed in shared folder	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. • The revised staff handbook is issued to all new staff prior to them starting. 	Y	As above	L
1.14 Free school meals					
		<ul style="list-style-type: none"> • 			L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Y	These will be included in staff emails and updated policies etc	L
1.16 School transport					

<p>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</p>	<p>H</p>	<ul style="list-style-type: none"> • The details of how pupils will travel to and from school are known prior to opening. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	<p>Y</p>	<p>SLT have requested that parents / carers bring children to school School minibus will not be used. Individual taxis used when absolutely necessary</p>	<p>L</p>
---	----------	---	----------	---	----------

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

2.1 Cleaning

<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>H</p>	<ul style="list-style-type: none"> • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. 	<p>Y</p>	<p>New contractors are now in place Enhanced plan is put in place with a deep clean requested in learning areas to be used. Risk assessment has been received from contractors Cleaning contractors have been asked to check whether any of their staff fall into a vulnerable category Students will clean their own equipment and staff will be asked to clean kettles, fridge and door handles etc.</p>	<p>L</p>
---	----------	---	----------	--	----------

2.2 Hygiene and handwashing

Educational Diversity operational risk assessment for school reopening

Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y	Hand sanitiser and cleaning wipes have been sourced. Posters around centres BL / VL to replenish when needed	L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards 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. 	Y	<ul style="list-style-type: none"> Learners will be taken to wash hands on arrival which will be supervised Posters displayed around centres Temperature taken for all staff and students entering building 	L

2.3 Clothing/fabric

Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	Y	T Shirt and normal uniform expectations. Parents will be advised to wash clothes regularly Support will be provided if needed	M
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Y	Plastic chairs will be used and fabric chairs removed	L

2.4 Testing and managing symptoms

Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Y	Staff have been provided with the government link to request a test. They have been asked to keep HT informed if symptomatic or have a positive result Staff will be sent home if they develop symptoms	M
---	---	---	---	--	---

<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>H</p>	<ul style="list-style-type: none"> • Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. • Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	<p>Y</p>	<p>Test and Trace system should be in place and will advise staff accordingly</p> <ul style="list-style-type: none"> • All staff informed of responsibilities around COVID – 19. Parent letter includes guidance on symptoms and agreement that they will not allow their child to attend if symptoms within the household • All positive test results are shared with Public Health and LA SPOC s within 14 days, the HT will liaise with LA Health team with a view to potential closure. 	<p>M</p>
<p>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</p>	<p>H</p>	<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. <ul style="list-style-type: none"> • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>Y</p>	<ul style="list-style-type: none"> • As above 	<p>M</p>
<p>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. <ul style="list-style-type: none"> • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>Y</p>	<ul style="list-style-type: none"> • Emails and letters to parents outlining processes in line with guidance 	<p>L</p>
2.5 First Aid/Designated Safeguarding Leads					
<p>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</p>	<p>H</p>	<ul style="list-style-type: none"> • First Aid certificates extended for three months. • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	<p>Y</p>	<ul style="list-style-type: none"> • First aiders available within each centre 	<p>L</p>

2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	N/A	<ul style="list-style-type: none"> Medical room is not used. There are plenty of available spaces to isolate individual whilst waiting for collection 	L
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks created. 	Y	<ul style="list-style-type: none"> Regular communication has been given to parents and posted on website. Letter sent on the 19th July 2020 	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 email, text and the school's website. 	Y	<ul style="list-style-type: none"> As above, along with individual phone calls to full cohort to discuss concerns / provide advice 	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing gloves is not a substitute for good handwashing. 	Y	<ul style="list-style-type: none"> PPE has been sourced and consent letter distributed to all staff Guidance on donning and doffing PPE has been placed in a shared folder 	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					

Educational Diversity operational risk assessment for school reopening

<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through our recovery curriculum, posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	<p>Y</p>	<p>Covered in 1:11</p>	<p>L</p>
---	----------	--	----------	------------------------	----------

3.2 Classrooms and teaching spaces

<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>H</p>	<ul style="list-style-type: none"> • Home base arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	<p>Y</p>	<ul style="list-style-type: none"> • Learning Areas compliant with statutory social distancing guidance • Books and equipment will be regularly washed and wiped down 	<p>L</p>
--	----------	---	----------	---	----------

3.3 Movement in corridors

Educational Diversity operational risk assessment for school reopening

Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	Y	<ul style="list-style-type: none"> • There will not be any lesson changes as students will remain on their identified learning areas apart from PE, ICT • High staff / student ratios implemented 	L
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Y	<ul style="list-style-type: none"> • Students will have separate break times. Time will be given off task in identified learning areas. • Students will be supervised at all times and will remain in learning area 	L
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch. 	Y	<ul style="list-style-type: none"> • Students will eat lunches in own learning areas, once they have been collected from the canteen 	L
3.6 Toilets					

Educational Diversity operational risk assessment for school reopening

Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Y	<ul style="list-style-type: none"> • On entry into the buildings, students will be supervised whilst they wash their hands. Small numbers enable staggered process • Temperatures also taken 	L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> • Detailed in 2:6 	L
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. 	Y	•	L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> • Start and finish times are staggered. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Y	<ul style="list-style-type: none"> • KS2 parents asked to remain in designated areas of the car park before being invited into the buildings. • Staff available to reinforce social distancing at other centres and with other students 	M
3.10 Transport					

<p>The use of public and school transport by pupils poses risks in terms of social distancing</p>	<p>H</p>	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	<p>Y</p>	<ul style="list-style-type: none"> Parents requested to drop off their child at the Centre. Public transport is discouraged. School minibus will be utilised for transporting bubbles of teams and taxis used as and when required. Enhanced cleaning and the use of PPE masks will be required. 	<p>L</p>
---	----------	---	----------	---	----------

3.11 Staff areas

<p>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</p>	<p>H</p>	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 	<p>Y</p>	<ul style="list-style-type: none"> Staff will remain in designated centres, including SLT
--	----------	--	----------	--

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

4.1 Pupils with underlying health issues

<p>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies regarding people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	<p>Y</p>	<ul style="list-style-type: none"> All parents of students returning to school will be asked to re-confirm any underlying health conditions. They will sign an agreement if they wish their child to attend. We will seek the advice of medical practitioners for any young person in a shielding category 	<p>L</p>
--	----------	---	----------	---	----------

4.2 Staff with underlying health issues

<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>H</p>	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 	<p>Y</p>	<ul style="list-style-type: none"> HT has completed risk assessments for all staff detailing underlying health conditions. These will HAVE been revisited during the week beginning 17th September 2020 	<p>Y</p>
---	----------	--	----------	--	----------

5. Enhancing mental health support for pupils and staff

5.1 Mental health concerns – pupils

<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>	<p>H</p>	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings) and is the foundation of our recovery curriculum. Resources/websites to support the mental health of pupils are provided. 	<p>Y</p>	<ul style="list-style-type: none"> We are fortunate to have several trained mental health first aiders. Regular communication with parents has highlighted any concerns that we have been able to act upon. 	<p>M</p>
--	----------	--	----------	--	----------

5.2 Mental health concerns – staff

<p>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</p>	<p>H</p>	<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. 	<p>Y</p>	<ul style="list-style-type: none"> Regular communication has been sent out by the HT and other SLT members. Emotional well-being newsletter will remain identifying strategies for staff to utilise around their mental health. 	<p>L</p>
---	----------	--	----------	--	----------

<p>Working from home can adversely affect mental health</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	<p>Y</p>	<ul style="list-style-type: none"> • Questionnaire issued asking if staff would like some 1;1 or Google hangout chats • No further comments needed 	<p>L</p>
--	----------	---	----------	--	----------

5.3 Bereavement support

<p>Pupils and staff are grieving because of loss of friends or family</p>	<p>H</p>	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	<p>Y</p>	<ul style="list-style-type: none"> • No further comments needed as several staff are trained in mental health 	<p>L</p>
--	----------	--	----------	--	----------

6. Maintaining educational provision for children of key workers and vulnerable children

6.1 Maintaining provision

<p>Educational provision must still be maintained for priority children when the school reopens</p>	<p>H</p>	<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	<p>Y</p>	<ul style="list-style-type: none"> • Full time provision will be available for all learners 	<p>L</p>
--	----------	--	----------	--	----------

7. Operational issues

7.1 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"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	H	<ul style="list-style-type: none"> Staff are to be briefed on H&S and fire evacuation procedures. Each Centre to have a fire monitor able to follow policy 	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. 	Y	<ul style="list-style-type: none"> fire and bomb threat fire risk assessment 	L
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	<ul style="list-style-type: none"> Staff taff are to be briefed on H&S and fire evacuation procedures. Each Centre to have a fire monitor able to follow policy SLT trained as fire wardens across centres 	L
7.2 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	<ul style="list-style-type: none"> No additional comments required 	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	<ul style="list-style-type: none"> Site supervisor has maintained buildings in line with guidance 	L
7.3 Contractors working on the school site					

Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control

H

- Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.
- An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.
- Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.
- Temperature checks are carried out on arrival and before entering the school building.
- 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).

Y

- External contractors or visitors will be allowed on site whilst school is in operation, providing risk assessments are completed and social distancing is respected. This will only to carry out essential work

L

8. Finance

8.1 Costs of the school's response to COVID-19

The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties

H

- 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 LA or trust.

Y

- Additional costs are being recorded and shared with LA through school accountant and Business Manager – Top up funding a priority

M

9. Governance

9.1 Oversight of the governing body

Educational Diversity operational risk assessment for school reopening

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>H</p>	<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 Principal’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 hold leaders to account for areas of statutory responsibility. 	<p>Y</p> <ul style="list-style-type: none"> • Last virtual meeting took place on Thursday 25th June. HT provided an update to members on plans in place around Covid – 19. 	<p>L</p>
---	----------	---	---	----------

10. Additional site-specific issues and risks

Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them

- | | |
|--|--|
| <ul style="list-style-type: none"> • • • • | <ul style="list-style-type: none"> • • • • |
|--|--|