



HEALTH & SAFETY
Risk Assessment Form 1
This Form can be used for the assessment of all organisational risks. This Form may be used in conjunction with Risk Assessment Form 2 – Agreed Actions
Date of Assessment: 03/06/2020, updated August 2020
Assessed by: SMT
Location: Whole School
Assessment Activity / Area / Type: Reopening the academy during the COVID-19 pandemic
Do the hazards create a business continuity risk? Yes / No
Review cycle: Weekly and updated as needed.
Review parties: Blackpool Council Health & Safety Team/ Ellis Whittam Health & Safety Team/ Trade Unions

Context

Coronavirus is a type of virus, which is part of a group of viruses that are common across the world. Typical symptoms of the virus include a fever, cough and loss of taste or smell that may develop into severe pneumonia, causing shortness of breath and breathing difficulties.

The World Health Organisation (WHO) declared the rapid spread of Coronavirus as a global pandemic on 11/03/2020. This announcement was closely followed by the closure of schools as educational establishments and the initiation of a period of lockdown on 18/03/2020 in England.

This Risk Assessment has been undertaken in preparation for the re-opening of schools as educational establishments on a phased basis from 1st June 2020 and reviewed in readiness for re-opening fully for pupils from Wednesday 2nd September 2020.

What action should we take?

1. Monitor local authority, government and Public Health England guidance
2. Manage communications to the academy community in line with guidance provided
3. In line with management of infectious disease, take measures to prevent the spread of infection in line with government guidance.
4. Put measures in place to manage suspected and/or confirmed cases of Coronavirus in line with Public Health England guidance.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of full opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> The government require all pupils to attend from September with measures in place to minimise contact and maintain social distancing - measures set out below. Number of pupils in out of school clubs reduced and managed in line with the bubble structure and measures as set out below. 	YES		L
1.2 Organisation of teaching spaces					
Classroom layout will hinder the ability to minimise contact and maintain social distancing and promotion of robust hand and respiratory hygiene.	H	<ul style="list-style-type: none"> Class configurations reviewed and adapted in line with government guidance (i.e. a maximum of 30 pupils per classroom) Classrooms re-modelled e.g. with forward facing chairs and desks in place to promote individual learning space. Spare furniture/resources removed to create additional space, so they cannot be used and to support cleaning regimes Clear signage displayed in classrooms promoting social distancing/ minimising contact. Internal and external zones planned to support 'bubble' requirements and mitigate mixing Access to and from classrooms also planned to mitigate mixing (external doors directly into classrooms used wherever possible) Staff model expected behaviours Where practicable staff will remain at the front of the classroom 	YES (signage)		L
Use of other internal spaces to promote will minimising contact and maintaining social distancing.	M	<ul style="list-style-type: none"> Limits set on use of other spaces i.e. specific rooms re-purposed for storage or closed Large gatherings prohibited (lunch in classrooms) Limited access to corridors/shared areas linked to bubbles. Corridor and shared areas in use with visual markers to promote social distancing. Water fountains have been decommissioned and pupils and staff bring in their own water bottles for personal use 	YES	<ul style="list-style-type: none"> Face to face whole school assembly replaced by class based celebrations No hot lunch service in the main hall Face to face full staff meetings replaced by virtual meetings 	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)
1.3 Availability of staff and class sizes					
The number of staff who are available may be lower than that required to teach classes in school and operate effective home learning (where required)	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned, spreadsheet held and regularly reviewed. All school staff are consulted regularly. Full use is made of those staff who may need to self-isolate or shield and are well enough to plan/ support learning. Available staff are appropriately allocated to pupil bubbles to facilitate learning and support the wellbeing of children. Full engagement with NHS track and trace to inform staff deployment. Programme in place to facilitate return to work i.e. Individual Risk Assessment/ individual interview/discussions and re-integration. Daily monitoring of staffing levels provided to the Government as required. 	YES	<ul style="list-style-type: none"> Surveys and RTW interview/re-integration undertaken to ensure staff profile known Limited stock of COVID tests available on site and login held for referral for a COVID test Alternative working arrangements considered and agreed wherever possible in line with guidance. Currently no BAME staff, however the academy acknowledges the need to take into account the physical and mental health of such groups and will review this RA should our staffing change 	M
1.4 Prioritising provision					
Prioritisation of provision for vulnerable pupils in school	M	<ul style="list-style-type: none"> Known Pastoral and SEND are prioritised and staff allocated appropriately. Known vulnerable pupils and those identified through a survey invited into school for a pre-opening visit Upon return to school further vulnerable pupils identified through assessments and plans drawn to support 	YES	<ul style="list-style-type: none"> Child protection and safeguarding policy reviewed as needed to ensure fit for purpose Identified families invited to the academy prior to opening to share key 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds taking into account of individual circumstances. • Key areas available within bubbles for use by identified pupils • Inset and additional staff training to support curriculum development and pupil progress • Engagement with and effective use of government initiatives to support meeting of pupils' needs • External specialist support will be enabled as usual with additional safety measures in place in line with this Risk Assessment 		information as a supportive measure	
1.5 The school day					
The start and end of the school day create risk of increased contact	H	<ul style="list-style-type: none"> • Start and departure times are staggered to reduce numbers and minimise contact – population split into siblings and non-siblings. • External one- way system employed to minimise contact and reduce mixing. • The number of entrances and exits used is maximised • Use of allocated entrances/exits to groups are used to reduce numbers and minimise contact. • Staff, pupils and families are briefed and signage provided to identify which time, entrance, exit and circulation route to use. • Arrival/departure plan prevents groups of people congregating on school grounds. External signage is also in place to support this • Safe spaces identified • Arrival/departure of pupils managed externally (including latecomers) • Promotion of remote contact between staff and parents (e.g. telephone/email). Where contact is necessary e.g. to collect passwords, visors may need to be used. • Floor markings are visible where it is necessary to manage any queuing. 	YES	<ul style="list-style-type: none"> • Access plan in place and published on the academy website 	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)
1.6 Planning movement around the school					
Movement around the school hinders the ability to minimise contact and maintain social distancing and promotion of robust hand and respiratory hygiene.	M	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised and systems are in place where needed e.g. left only policy, holding squares at pinch points, pupils and staff access their allocated area only wherever possible • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottlenecks are identified and managed accordingly. • Movement of staff and pupils around school is minimised as much as possible, with staff and pupils staying in classrooms during learning time as much as possible. • Pupils are regularly briefed regarding observing social distancing guidance to minimise contact, visual signs and markings assist with this • Staff and pupils are assigned to areas, rooms and external zones and are expected to remain in them where possible. • Expectations for staff and pupils shared in handbook, published guidance, and home school agreement • Essential visitors to the academy will be briefed in academy requirements in relation to distancing/minimising contact prior to access • Staff are encouraged to maintain distance from pupils and staff as much as possible 		<ul style="list-style-type: none"> • Academy zoned to support 'bubble' strategy • Pinch points/bottle necks identified and additional markers in place – these placed highlighted to staff to take care • Updated home school agreement/communications 	L
1.7 Curriculum organisation					
Pupils may need additional support upon the full return to school	H	<ul style="list-style-type: none"> • Broad, balanced and ambitious curriculum continues from September 2020 • Pupil needs identified through assessment/observation/surveys/discussions/parental feedback to inform teaching and learning • Key basic skills addressed (phonics and reading, increasing vocabulary, writing and mathematics) taking in to account of 	YES	Key focus on pupil health and wellbeing through PSHE/ Physical activity (in line with government guidance). Identification of individual pupil academic needs to inform future learning plans	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>pupil wellbeing</p> <ul style="list-style-type: none"> Remote education is integrated into school curriculum planning to support children unable to attend due to COVID-19 reasons Pupils will have individual work packs, resources to be cleaned before and after use to support health and wellbeing Main library area out of use (classroom libraries will be used)/ Reading books can go home Learning time maintained for all children despite staggered arrival and departure times Engagement with and effective use of government initiatives to support meeting of pupils' needs Inset and additional staff training to support curriculum development and pupil progress Continuation of regular review and monitoring of curriculum needs and pupil progress 			
1.8 Staff workspaces					
Staff rooms and offices hinder the ability to minimise contact and maintain social distancing and promotion of robust hand and respiratory hygiene.	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow and promote social distancing and minimise mixing and contact. Staff have been directed to use allocated spaces via handbook and inset training Additional cleaning resources and regime in place Personal cups/crockery/cutlery to be used Staff have been briefed on the use of these rooms Staff are encouraged to maintain distance from pupils and staff as much as possible 	YES		L
1.9 Managing the school lifecycle					
Limited progress with the school's Autumn term calendar due to COVID-19	M	<ul style="list-style-type: none"> School calendar for the first half of the autumn term adapted due to the inability to offer planned trips and visits and face-to-face events. This will be reviewed for Autumn 2 	YES		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
measures		<ul style="list-style-type: none"> Remote meetings and increased training promoted Promote alternative enhancement to the curriculum e.g. virtual tours/ virtual communications 			
Pupils moving to the next year group do not feel prepared for the transition	H	<ul style="list-style-type: none"> Internal transition activities have taken place and will continue during Autumn 1 (with safety measures in place) Regular communications with the parents of incoming FS pupils are in place, including letters, emails and other communications. Regular feedback from parents will be encouraged through surveys and discussion 	YES		L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Online/ telephone meetings are held regularly with governors. Governing bodies are involved in key decisions on fully reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. Governor on site to support Socially distanced meetings prior to September opening held Development of online communication tools to enhance collaboration 	YES		L
1.11 Policy review					
Existing policies not written to address requirements around COVID 19	H	<ul style="list-style-type: none"> Policies drafted, reviewed and agreed by GB (where required) in line with the academy planner and government and Public Health England guidance in relation to COVID. Relevant policies published to appropriate audiences 	YES	<ul style="list-style-type: none"> Addendums generated where needed 	L
1.12 Communication strategy					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> • Communications strategies (e.g. text, School APP, Website) for the following groups are in place: <ul style="list-style-type: none"> ○ Staff ○ Pupils ○ Parents ○ Governors/Trustees ○ Local authority ○ Professional associations ○ Other partners • Provision of information in alternative formats to promote access e.g. video, written, pictorial • Provision of information staggered in line with issue of guidance to ensure information is up to date and to promote engagement 	YES	<ul style="list-style-type: none"> • Identified families invited to the academy prior to opening to share key information as a supportive measure 	L
1.13 Staff induction to new routines					
Existing staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> • A revised staff handbook issued to all staff prior to reopening. • Informative videos available • Checklists to support procedures are monitored by key staff • Staff returning to the academy following absence have an RTW/RA and complete checklist 	YES	<ul style="list-style-type: none"> • Collective responsibility 	L
New school staff are not aware of policies and procedures prior to starting at the school when it reopens	M	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff in school prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting. • Visits prior to opening • Direct contact with SMT 	YES		L
1.14 Free school meals					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils eligible for free school meals do not continue to receive FSM on the days that they are not in school due to COVID	M	<ul style="list-style-type: none"> The school office to manage FSM requirements for any eligible pupils who cannot be on-site due to reasons related to COVID-19. 	YES	Current operations to continue with a cold service option	L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the full school opening and mitigation strategies are put in place and communicated to stakeholders. Risk assessments for individual children will be carried out in liaison with parents/carers as appropriate 	ongoing	Ongoing reviews linked to full opening and publication of government and Public Health England guidance.	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> An enhanced cleaning plan and specific risk assessment is in place to reduce the spread of infection through increased and more frequent cleaning of frequently touched surfaces, rooms and toilets. Extended cleaning hours in place to allow additional cleaning regimes e.g. deep cleans and to allow for staff absences Cleaning resource packs provided for all open rooms in the academy to allow additional cleaning of areas as additional measures in shared spaces and personal reassurance. Signage in place as reminders to wipe down in communal areas 	YES	Checklists in place to support enhanced routines and safety requirements	L
2.2 Hygiene and handwashing					

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)
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"> Sufficient handwashing facilities and sanitiser dispensers within the academy at key entry and exit points in addition to the sink, water and soap and sanitiser in every classroom Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day by way of checklists Children are taught how to apply sanitiser safely and are supervised in line with age and need 	YES	<ul style="list-style-type: none"> Stairwell toilets to be used when children outside Portable sanitiser for extended time in external areas 	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 with warm water and soap and not to touch their faces Posters to 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. Staff modelling and promoting hand washing using the guidelines provided (e.g. E BUG). 	YES	<ul style="list-style-type: none"> Checklists in place to support procedures Sharing the message of promotion of hand hygiene with parents 	M
Staff and pupils do not have good respiratory hygiene		<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to promote the catch it, bin it, kill it' approach Posters to reinforce the catch it, bin it, kill it' approach in place Check lists promote the use of the catch it, bin it, kill it' approach Tissues provided in all classrooms and shared areas Lidded bins in all classrooms and some toilets Staff modelling and promoting good respiratory hygiene using the guidelines provided (e.g. E BUG). 		<ul style="list-style-type: none"> 	
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Promotion of clean uniform or PE kit for pupils Promotion of clean smart clothing for staff 	YES		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The use of fabric items may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Fabric items (e.g. cushions, soft toys and fabric chairs) minimised. Allocation of fabric chairs to allocated adults where necessary 	YES		L
2.4 Self-isolation, managing symptoms and testing					
Promotion of testing is not used effectively to help manage staffing levels and support staff wellbeing	M	<ul style="list-style-type: none"> Limited supply of COVID testing kits on site (provided by the government) Academy registered to access COVID testing for staff Guidance on being tested has been published. The guidance has been explained to staff as part of the re-integration process. Post-testing support is available via SMT/ HR routines Promotion of engagement with NHS Test and Trace process 	YES		L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms or who need to self-isolate	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. Government and Public Health England advice and guidance inform this. Pupils, parents and staff are made aware of what steps to take if they, or any member of their household, displays symptoms and particularly the requirement to stay at home. Pupils, parents and staff are made aware of the need to consult advice upon quarantine following travel abroad. Pupils are encouraged to tell an adult if they feel unwell Detailed records of any reported COVID-19 symptoms in staff or pupils is held by the academy. Home School Agreement includes this information and request for parents to monitor pupil health 	YES		M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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	M	<ul style="list-style-type: none"> Staff, pupils and parents have been provided with 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 re-integration process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Home School Agreement includes this information and request for parents to monitor pupil health 	Yes		L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	<ul style="list-style-type: none"> Senior staff ensure they are up to date with the latest guidance on how to manage a confirmed case of COVID-19 and seek advice from Public Health England accordingly Senior staff ensure they are up to date with the latest guidance on how to contain an outbreak of COVID-19 and seek advice from Public Health England accordingly Staff and parents will be provided with clear communications informing them of the procedures following a confirmed case (based on advice as above) Links to government guidance have been published to staff and families using the academy website Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes		L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> Sufficient First Aid trained staff in place within the academy within each designated area. Safeguarding lead on call at all times 	Yes		L
2.6 Medical Provision					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Corridor area in each phase has an allocated space for minor first aid treatment (Non COVID 19). In an emergency situation social distancing provisions are in place for designated medical room where possible and PPE available. Any individual who displays COVID 19 symptoms to be evacuated through the designated external door and to remain outside until they leave the site. Any unwell individual will be accompanied by an adult (social distancing will be observed). The accompanying adult to swap with a second adult before expiry of 15 min exposure Personal packs allocated to staff for infection control purposes. Procedures are in place for designated first aid areas and designated medical room to be cleaned after each use. Medicines to be administered in the first aid room using appropriate PPE is necessary. Routine immunisations (e.g. Flu spray) will be planned in consultation with medical experts and public Health England (a specific Risk Assessment for the event will be written) 	Yes		M
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the wider reopening of the school	H	<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 via the academy communication tools e.g. APP, text and the school's website. Parent information leaflets and informative video provided via the website (e.g. Q&A). Revised Home-school agreement focused around expectations 	YES		L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via APP, text and the school's website. Parent information leaflets and informative video provided via the website (e.g. Q&A). Revised Home-school agreement focused around expectations 	YES		L
2.8 Personal Protective Equipment (PPE)					

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)
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 has been shared, communicated and sufficient PPE has been procured. Government guidance continues to be monitored. Those staff/visitors required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; movement 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 via induction video/ posters. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Staff are not prevented from making the personal decision to wear a visor, where this choice is made the academy will support the member of staff through Risk Assessment and discussion The use of masks will be closely reviewed in line with government guidance 	YES	<ul style="list-style-type: none"> Individual pupil risk assessments to be reviewed to indicate when and where staff will need to use PPE equipment 	L
Provision of PPE for pupils where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Current guidance states the use of PPE for children is not necessary – this will be reviewed Pupils who wear masks on the journey to school will be encouraged to remove these (in line with safe systems) prior to entry 	YES		
3. Maximising social distancing measures					
3.1 Pupil behaviour					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils' behaviour on return to school does not comply with systems to minimise contact and maintain social distancing and promote robust hand and respiratory hygiene	H	<ul style="list-style-type: none"> • Promotion of staff to support pupils to following the guidelines through repeated modelling and teaching at an age appropriate level. It is recognised in government guidance that younger children may not be able to maintain social distancing and that this is acceptable due to other measures in place i.e. consistent groups and good hand hygiene. • Pupils are supported by minimising movement around the school, staggering break times and lunch times and zoning of areas. • All staff to be vigilant and support pupils where contact is not being minimised. • SMT to review arrangements on a regular basis. • Home School Agreement in place • Staff to have a full understanding of the needs of all children they are working with through communication with other key staff including assistant SENCO, 'All About Me' and 'One Page Profiles' and individual risk assessments and plans. Included in these plans will be the PPE equipment needed to keep staff safe • PPE equipment is available for staff to use as set out in this Risk Assessment • Consequences in place where pupils deliberately fail to respond to repeated staff reminders to social distance/minimise contact or undertake health and hygiene routines 	YES	Communication with school and home where a pupil is repeatedly failing to minimise contact	L
3.2 Movement in classrooms					
The configuration of classrooms and teaching spaces does not promote minimal contact during movement	H	<ul style="list-style-type: none"> • Systems in place to control access to and from internal FS toilets in order to minimise contact through social distancing • Staff are encouraged to maintain distance from pupils and staff as much as possible • Staff are advised to remain at the front of the class where possible • If a member of staff needs to work in close proximity it is advised that they stand to the side or back of the child and do not lower to the child's level • Ventilation used as an additional measure i.e. windows can be 	YES		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> kept open to supplement the breathing building system Consistent groups of pupils and staff (bubbles) 			
3.3 Movement in corridors					
Social distancing/ minimising contact guidance is breached when pupils navigate around school	H	<ul style="list-style-type: none"> Access plans have been reviewed and amended. Visual and verbal reminders to promote social distancing in place. Any pinch points/bottle necks are identified and managed accordingly. The movement of pupils around school is minimised as much as possible i.e. pupils stay in their designated area, classroom and designated external zone Entrance/exit and breaks are staggered to avoid overcrowding. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. Staff are encouraged to maintain distance from pupils and staff as much as possible 	YES	We understand socially distancing may be more difficult for younger children, they will be encouraged wherever possible to keep a distance from peers and adults, however, we understand this may not always be possible.	L
3.4 Break times					
Staff/pupils may not observe social distancing/ minimising contact at break times	H	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups through zone plan for both break and outdoor learning. Internal breaks will be taken inside the designated area and classroom (within the bubble) Social distancing is promoted when socialising Social distancing signage is in place around the school and in key areas. Appropriate supervision levels are in place to support social distancing along with modelling. Staff are encouraged to maintain distance from pupils and staff as much as possible 	YES		L
3.5 Lunch times					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils may not observe social distancing/minimising contact/ good hygiene measures at lunch times	H	<ul style="list-style-type: none"> • Packed Lunches to be eaten in classrooms • Lunch boxes/bags stored safely to promote good hygiene • Social distancing is promoted when socialising • Pupils wash their hands before and after eating. • Rubbish is bagged straight after eating. • Eating areas are thoroughly cleaned. • Lunches prepared on site are done in accordance with the catering company Risk Assessment • Staff are encouraged to maintain distance from pupils and staff as much as possible 	YES		L
3.6 Toilets					
Routines for use of toilets reduce the ability to minimise contact and maintain social distancing and promote robust hand and respiratory hygiene.	H	<ul style="list-style-type: none"> • Classrooms (bubbles) allocated specific toilets • Pupils sent to designated toilets one at a time • Floor markings are in place to promote social distancing • Any person leaving or entering a classroom will be asked to sanitise or wash their hands • The toilets are cleaned frequently (in line with academy Risk Assessment and cleaning checklist). • Monitoring ensures a constant supply of soap, paper towels and sanitiser. • Lidded bins with bags in some toilets and are emptied and sanitised regularly as part of the cleaning regime. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. • Signage in place to support good hand hygiene in toilets 	YES		L
3.7 Office area					
Groups of people gather in office (parents, visitors, deliveries) which hinders the ability to minimise contact and maintain social distancing.	H	<ul style="list-style-type: none"> • Office to remain closed for parents • We encourage parents to ring the remote office prior to any visit to the premises so that this can be arranged and limit mixing • Social distancing guidance is clearly displayed to protect office staff (e.g. distance from person stood at office desk). 	YES		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Additional screens in place to protect staff (mobile screen also available) Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors (specific RA and checklist in place). Pupils arriving late are asked to wait outside and are then escorted to their area. 			
3.8 Arrival and departure from school – use of the academy car park					
The use of the academy car park hinders the ability to minimise contact and maintain social distancing.	H	<ul style="list-style-type: none"> Use of alternative travel for staff is promoted over use of public transport which may require additional parking space. The academy car park is reserved for academy staff and nursery use only unless in exceptional pre-agreed circumstances. 	YES		L
3.10 Transport					
The use of public transport hinders the ability to minimise contact and maintain social distancing and promotion of robust hand and respiratory hygiene.	M	<ul style="list-style-type: none"> Staff use of alternative travel promoted over use of public transport where possible. Families signposted to latest government guidance regarding use of public transport via academy website. Staggered start and end times in place to reduce contact Handwashing routines on entry and exit to the academy for all users 	YES	Staff surveyed regarding travel plans and support offered where needed	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are complying with clinical and/or public health advice are not identified and so appropriate measures have not been put in	H	<ul style="list-style-type: none"> Parents have been provided links to government guidance. Schools have a regularly updated register of pupils with underlying health conditions and communication logs. 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. Parents have been asked to make the school aware of pupils' who are classed as clinically vulnerable and clinically extremely 	YES		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
place		<ul style="list-style-type: none"> vulnerable to allow individual risk assessments to be put into place where required. Promotional of enhanced existing measures for pupils with underlying health issues and BAME pupils e.g. washing hands more often, placement in class, use of staggering 			
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are complying with clinical and/or public health advice are not identified and so appropriate measures have not been put in place	H	<ul style="list-style-type: none"> Staff have been provided links to government guidance. All members of staff with underlying health issues have been asked 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 current government/public health advice. Current government guidance is being applied and shared with staff. Individual Risk Assessments in place for staff returning to work alongside re-integration meetings Promotional of enhanced existing measures for staff with underlying health issues e.g. washing hands more often, placement in class, use of staggering 	YES	Currently no BAME staff, however the academy acknowledges the need of enhanced measures for this cohort	L
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been partially open and by the COVID-19 crisis in general and/or changes in school provision	H	<ul style="list-style-type: none"> Mental Health and Wellbeing education central to the curriculum provision There are provisions for pupils who wish to share wellbeing/mental health issues. Wellbeing/mental health is discussed regularly in PSHE and pastoral provision Resources/websites/APP to support the mental health of pupils are provided Information sharing in relation to changes in academy provision 	YES		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> and practice upon phased return • Staff have undertaken ACE training and additional related training signposted • Transition activities continued into the new term to support pupils • Key staff in place to support pupils and parents • Virtual parent consultation planned within Autumn 1 • Zumos continuing after launch in the previous academic year 			
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been partially open and by the COVID-19 crisis in general and/ or changes in school provision following phased return	H	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing and the updated protocols and procedures in place. • Open door approach to staff to encourage them to share concerns. • Staff have been signposted to useful websites and resources. • EAP/OCH support available • Information sharing in relation to changes in academy provision and practice upon full return • Staff supply insurance policy includes provision of enhanced wellbeing support 	YES		L
Working from home can adversely affect mental health and wellbeing.	H	<ul style="list-style-type: none"> • Limited staff are working from home as part of their working pattern • Staff are encouraged to speak regularly with line managers to establish work load expectations • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise to promote well-being 	YES		L
5.3 Bereavement support					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The academy can signpost them to professional support who can deliver bereavement counselling and support. EAP/OCH also in place Open door approach to staff to offer the opportunity to share concerns. Pastoral systems in place to support children and their families Trained staff in school to support bereavement and access to external support if needed 	YES		L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required in line with the Fire and Emergency Service department Fire procedures shared and practiced with staff and pupils upon return SMT, Facilities Manager and fire marshals have been trained and briefed appropriately. Contingency in place for absent staff 	YES		
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 support social distancing where appropriate. 	YES		L
6.2 Managing premises in readiness for full reopening					
All systems may not be operational	H	<ul style="list-style-type: none"> Academy has remained open throughout and under a PFI contract where compliance contractually governed and monitored. Government guidance is being implemented where appropriate. All systems have been recommissioned and building checklist completed to evidence compliance Facilities Management staff on site every day to ensure operational consistency Electronic logs in place of all planned/unplanned maintenance 	YES		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		as part of PFI contract			
Statutory compliance has not been completed due to the availability of contractors	L	<ul style="list-style-type: none"> All statutory compliance is up to date including water systems 	YES		L
6.3 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	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. 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 minimise contact and maintain social distancing where appropriate. Alternative arrangements have been considered for access and navigation of the academy to minimise contact and maintain social distancing between contractors, staff and school pupils. 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). Set arrival and departure times in place A specific Risk Assessment is in place for managing visitors/contractors 	YES		L
7. Finance					
7.1 Costs of the school's response to COVID-19					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 places the school in financial difficulties	H	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and included in end-of-year forecast 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. 	YES		M
8. Governance					
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> The governing body continues to meet regularly via telephone and online platforms and smaller socially distanced on-site meeting. The governing body agendas take into account the impact of COVID and related requirements. Online communication tools in place to share up to date information and keep all informed Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Training programme continues including specific training in relation to supporting the academy during the pandemic. Staff governor on site throughout. 	YES		L
9. 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					