



Prosperere Learning Trust

# OPERATIONAL RISK ASSESSMENT FOR RETURN TO FULL SCHOOL OPERATION

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

Updated: 22<sup>nd</sup> September 2020

## COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 7<sup>th</sup> July 2020 as follows:

[Actions for schools during the coronavirus outbreak: Guidance for full opening](#)

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

Assessment conducted by:	Kyra Jones	Job title:	Head of School	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	22 <sup>nd</sup> September 2020	Review interval:	Fortnightly	Date of next review:	6 <sup>th</sup> October 2020
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Related documents	
Trust/Local Authority documents:	<a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a> <a href="#">Coronavirus (Covid 19) implementing protective measures in education and childcare settings</a> <a href="#">Guidance for schools coronavirus COVID-19</a> <a href="#">Actions for schools during the coronavirus outbreak</a> <a href="#">Managing school premises during the coronavirus outbreak</a>

### Risk matrix

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

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

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Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>1.1 Pupils with underlying health issues</b>					
<p><b>Pupils with underlying health issues or those who have been required to Shield are not identified and so measures have not been put in place to protect them</b></p>		<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Links to government guidance is readily available (e.g. on the school website)</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>The School has a regularly updated register of pupils with underlying health conditions.</li> <li>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.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Most recent communication with parents 28/8/20.</li> </ul>	L
		<ul style="list-style-type: none"> <li>All <u>Clinically Extremely Vulnerable</u> pupils are required to follow health professional advice and must self-isolate if advised to do so and not attend school/ setting.</li> <li>Such pupils will remain at home and continue with home learning packs and additional resources appropriate to student level and interest. Enhanced supportive measures have been put in place including food parcels, additional resources and work packs, regular contact and distanced home visits</li> <li>The vast majority of students will return to school and continue with full-time educational provision</li> <li>Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional.</li> <li>If children in these categories do have to attend school, then an appropriate risk assessment will be in place. The risks will be discussed with parent/carers and social workers, where appropriate. Parent/carers will sign to say that they have had</li> </ul>	Y		L

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		<p>the guidance explained, that they understand it and that they are happy for their child to attend school.</p> <ul style="list-style-type: none"> <li>Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/remote education is provided.</li> </ul>			
<b>1.2 Staff with underlying health issues</b>					
<b>Staff with underlying health issues or those who have been required to Shield are not identified and so measures have not been put in place to protect them</b>		<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who have been shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>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.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>Clinically Extremely Vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are following the national guidance that has been issued.</li> </ul>	Y		L
		<ul style="list-style-type: none"> <li>An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. Trust RA template should be used for this.</li> <li>Individual risk assessments are in place to ensure that any potential risks are identified and measures put in place to minimise any risks.</li> <li>Staff email to remind staff that if they feel that they need to have an individual risk assessment to contact either schools HR lead, Headteacher or a Deputy head to discuss individual circumstances.</li> <li>Staff to have by email the latest government guidance re September schools reopening plans.</li> <li>Any staff member who needs to continue to work from home following RA is contacted fortnightly by Line</li> </ul>	Y	<ul style="list-style-type: none"> <li>Discussed with staff 1/9/20, any individual risk assessments completed by 4/9/20.</li> </ul>	L

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		<p>Managers to ensure that they are safe and if we can offer an additional support.</p> <ul style="list-style-type: none"> <li>• Staff members who need to continue to shield have appropriate work to complete from home.</li> <li>• Support will be provided by Occupational Health as appropriate</li> </ul>			
		<ul style="list-style-type: none"> <li>• All employees who live with a person who is <b>Clinically Extremely Vulnerable</b> will be able to have an individual risk assessment completed so that an appropriate return to work programme can be planned and prepared.</li> <li>• Staff members who need to remain working from home as a result of the RA have been given appropriate tasks to be completed whilst working from home to support the school. They will be contacted regularly by Line Managers. Appropriate support will be provided by Occupational Health as appropriate.</li> </ul>	Y		L
		<ul style="list-style-type: none"> <li>• We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health &amp; Wellbeing.</li> <li>• Staff have also established informal welfare activities and keep in touch with colleagues through departmental teams</li> <li>• We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.</li> <li>• Staff working on site have the opportunity to speak with Line managers or a member of SLT during their working day if needed.</li> </ul>	Y		L
		<ul style="list-style-type: none"> <li>• If employees, themselves or persons within their household have COVID-19 symptoms, they should not attend school.</li> <li>• Staff who experience symptoms as above whilst at work should go home as soon as possible and should <b>arrange to have a test</b>.</li> <li>• Once test results are received the staff member should notify an appropriate Line Manager at the school so appropriate follow up action can be taken.</li> <li>• Daily reminders at staff briefing (socially distanced) and advice when needed on how to access testing.</li> </ul>	Y		L

2. Enhancing mental health support for pupils and staff					
Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>2.1 Mental health concerns – pupils</b>					
<b>Pupils’ mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>		<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• Wellbeing/mental health is discussed regularly.</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> <li>• Additional external support available for targeted students on referral.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff to complete EduCare course ‘Mental Wellbeing in Children and Young People’ during Autumn Term.</li> <li>• Students to take part in series of workshops to support Health and Wellbeing on 4/9/20.</li> </ul>	L
<b>2.2 Mental health concerns – staff</b>					
<b>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</b>		<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff briefings/training on wellbeing are provided.</li> <li>• Staff have been signposted to useful websites and resources.</li> <li>• Staff have been provided with regular reminders about the support provided through our BUPA healthcare programme</li> <li>• The Trust has a document which is used to signpost staff to any additional support and/or services that they might need. All SLT and HR lead have copies of the document to use for reference during welfare calls.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff to complete EduCare course ‘Supporting Staff Wellbeing in Schools’ during Autumn Term.</li> <li>• Staff have access to BUPA and Health Assured Health line.</li> </ul>	L

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<p><b>Working from home can adversely affect mental health</b></p>		<ul style="list-style-type: none"> <li>• Trust guidance on working from home and have been offered a simple Self-Assessment activity which can be used to identify where further support is required.</li> <li>• Where necessary school will provide a school laptop/additional equipment for staff members to use from home to enable them to complete home working requirements.</li> <li>• Laptops / Equipment will be returned to school when the staff member returns to on site working.</li> <li>• All staff have remote access to the school system to ensure that they are able to access all relevant information and resources.</li> <li>• Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff have been encouraged to identify specific equipment to help them working from home. This has been provided from school where possible.</li> <li>• Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Prospere Staff Guidance Home-Working documents shared with all staff.</li> </ul>	<p>L</p>
<p><b>2.3 Bereavement support</b></p>					
<p><b>Pupils and staff are grieving because of loss of friends or family</b></p>		<ul style="list-style-type: none"> <li>• Support can be provided through our BUPA healthcare scheme.</li> <li>• Support is requested from other organisations when necessary.</li> </ul>	<p>Y</p>		<p>L</p>

3. Health and Safety arrangements to limit the spread of COVID-19					
Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>3.1 Cleaning</b>					
<p><b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b></p>		<ul style="list-style-type: none"> <li>• A readiness to open plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to extending school operation to full provision.</li> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>• Working hours for cleaning staff are increased to accommodate additional cleaning requirements.</li> <li>• Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:                             <ul style="list-style-type: none"> <li>○ Toilets</li> <li>○ Door Handles / Push Plates / Access Buttons</li> <li>○ Kitchen areas and associated equipment</li> <li>○ Water dispensers/ coolers</li> <li>○ Printers / Photocopiers</li> <li>○ White Boards</li> <li>○ Classroom tables and chairs</li> <li>○ Computer keyboards / mice</li> </ul> </li> <li>• Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).</li> <li>• Additional lidded bins and increased emptying / replacement are provided / in-place.</li> </ul>	Y		L

3.2 Hygiene and handwashing					
<p><b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b></p>		<ul style="list-style-type: none"> <li>• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school extends provision and additional supplies are purchased if necessary.</li> <li>• Additional hand cleansing stations to be placed in key areas around school (e.g. reception / dining area / key entry points)</li> <li>• Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>• Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.</li> <li>• Clear signage is in place at entrances to the building with instructions on where to go for hand washing – this is for all staff and students.</li> <li>• Main reception has hand sanitiser available as required.</li> <li>• All classrooms that are being used will be located near to handwashing facilities.</li> <li>• Signage is in staff toilets around spraying all surfaces and handles inc. taps before and after use. Sanitiser spray available in main staff toilets.</li> <li>• All staff are reminded of these procedures in the morning briefing.</li> <li>• All cleaning equipment is checked by site staff every afternoon.</li> <li>• Admin staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</li> <li>• All deliveries and post coming into school will be stored in the main office. Office manager will coordinate the distribution of items.</li> <li>• Where possible deliveries and post will be left for 48 hours before being collect by relevant staff.</li> <li>• Where this is not possible, staff will dispose of wrapping in bin with a lid and wash hands immediately after opening.</li> </ul>	<p>Y</p>		<p>L</p>

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<p><b>Pupils forget to wash their hands regularly / thoroughly and have poor hygiene routines.</b></p>		<ul style="list-style-type: none"> <li>• Staff induction / briefing includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>• All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).</li> <li>• Posters around school will reinforce the need to wash hands regularly and frequently.</li> <li>• School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>• All staff to be highly vigilant for student coughs and sneezes and to ensure that students hand wash straight away and are encouraged to use tissue which is then disposed of immediately.</li> <li>• Easily accessible hand wash facilities / sanitiser stations should be available for each cohort/group within school/setting where possible.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Staff induction on 1/9/20 and student induction on 4/9/20.</li> </ul>	<p>L</p>
		<ul style="list-style-type: none"> <li>• Tissues available at all times. Staff, where appropriate, to reinforce with students the catch it, kill it bin it guidelines – staff have shared resources for this purpose.</li> <li>• Parents/carers have also been encouraged to talk to children about enhanced hygiene</li> <li>• Resources have been shared on the school website e.g. 'blowing your nose' pictorial guidance for students.</li> <li>• All classroom have litter bins which are emptied at the end of each day, or as requested by staff using rooms.</li> </ul>	<p>Y</p>		<p>L</p>
		<ul style="list-style-type: none"> <li>• All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</li> <li>• Classroom doors to corridors should be held open to reduce the need to touch door push plates / handles.</li> <li>• In the event of a fire alarm staff should close classroom doors as agreed in the Fire Policy.</li> </ul>	<p>Y</p>		<p>L</p>

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		<ul style="list-style-type: none"> <li>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.</li> </ul> <p><a href="#">Hand-Washing Guidance</a></p> <p><a href="#">Hand-Washing Video</a></p> <p><a href="#">Hand-Washing Poster</a></p>	L		L
<b>3.3 Clothing / fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>Expectations and guidance are clearly communicated to parents.</li> <li>Parents will be reminded to ensure that children's clothes are washed after return from school and that children should attend school in clean clothes each day.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Communication sent to parents 28/8/20 regarding uniform expectations.</li> </ul>	L
<b>The use of fabric chairs may increase the risk of the virus spreading</b>		<ul style="list-style-type: none"> <li>In communal areas fabric chairs will be removed from use where possible and replaced with chairs that can be easily cleaned.</li> <li>Where that is not possible chairs are limited to single person use.</li> </ul>	Y		L
<b>3.4 Equipment Around School</b>					
<b>The use of shared equipment may lead to rapid infection spread amongst staff / students</b>		<ul style="list-style-type: none"> <li>Remove unnecessary items from class rooms including items / equipment that is difficult to clean.</li> <li>Staff desks should be clear from any clutter and materials and resources should be stored in pedestals / cupboards.</li> <li>Pupil desks should be clear at the start and end of each session.</li> <li>Any resources / exercise books etc. should be stored in classroom cupboards out of the way.</li> </ul>	Y		L

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		<ul style="list-style-type: none"> <li>All classroom surfaces will be cleaned by the site team at the end of the school day and after a change in classroom cohort.</li> </ul>			
		<ul style="list-style-type: none"> <li>Sharing of pencils/ pens and other items of stationery is avoided where possible.</li> <li>Pupils have their own stationery in their own pencil case which they are responsible for.</li> <li>Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery.</li> <li>Any resources that are shared by the group e.g. board games, books etc. will be sprayed down and wiped by class staff between uses and limited to one group of students only.</li> <li>No sharing of practical resources between groups should take place. Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>Outdoor play equipment should be frequently cleaned following use by each group.</li> <li>If children need providing with resources they should be given a resource pack in a plastic wallet which is labelled with their name. this will be collected and cleaned at the end of each session.</li> <li>Pupils and teachers are advised not to take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Students will have their own pencil case which will not be shared (will be kept in school and not taken home).</li> </ul>	L
		<ul style="list-style-type: none"> <li>Any staff equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use by the member of staff using the equipment.</li> <li>Sanitiser spray will be available in classrooms where it can be safely stored.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All teaching staff provided with their own 'Surface Sanitiser Spray' on 1/9/20</li> </ul>	L

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		<ul style="list-style-type: none"> <li>On entering a classroom, the new teacher should ensure that teacher desk, keyboard, whiteboard controls etc. are sprayed with sanitiser and wiped down.</li> <li>If handles/door knobs are touched, they should be sprayed and wiped after use- one staff member to open the door for others in the group- then wipe down</li> </ul>			
<b>3.5 Managing symptoms of infection</b>					
<b>Infection transmission occurs within school due to staff/pupils (or members of their household) displaying symptoms</b>		<ul style="list-style-type: none"> <li>Parents have been sent clear guidance around what COVID symptoms are and what to do if their child or themselves has symptoms including testing guidance.</li> <li>This guidance is readily available (on the school website).</li> <li>All parents are aware that if pupils, or persons within their household have COVID 19 symptoms then the pupils must not attend school.</li> <li>Parents of pupils with COVID 19 symptoms will be instructed to get their child tested.</li> <li>School staff will direct parents to appropriate testing guidance and will support parents in arranging an appropriate test if this is needed.</li> <li>Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Most recent communication sent to parents on 28/8/20.</li> <li>All telephone communication with home reinforces what needs to take place (particularly by Attendance Team).</li> </ul>	L
		<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes isolating the individual in a medical room' until parents can collect / member of staff can safely go home.</li> <li>PPE equipment is available in Medical Room and KJO's offices for first aid incidents / dealing with potential infections.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Medical Room and Toilet have been clearly identified – this is for any student/member of staff who displays symptoms in school and is</li> </ul>	

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		<p>This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</p> <ul style="list-style-type: none"> <li>• Parents have been notified that any pupil who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 10 days from the date of the test.</li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust via the Executive Leadership Team and local authority if required.</li> <li>• If employees, themselves or persons within their household have COVID-19 symptoms, they should not attend school.</li> <li>• Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a>.</li> <li>• Once test results are received the staff member should notify an appropriate Line Manager at the school so appropriate follow up action can be taken.</li> <li>• Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.</li> <li>• Daily reminders at staff briefing (socially distanced) and advice when needed on how to access testing.</li> </ul>		<p>waiting to be collected.</p> <ul style="list-style-type: none"> <li>• Information is collected from any student/member of staff while they are waiting in the medical room to support 'track and trace' if required.</li> <li>• Clear information given to parents (and students) as to next steps if they display symptoms.</li> </ul>	
<p><b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b></p>		<ul style="list-style-type: none"> <li>• Guidance on getting tested has been published by the Government and the Local Authority which will be followed by school.</li> <li>• The guidance has been explained to staff as part of the induction process.</li> <li>• The use of testing for both staff and pupils and appropriate action, in line with government guidance, will be implemented should the tests prove positive or negative.</li> <li>• Any member of staff who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the individual has not</li> </ul>	<p>Y</p>		<p>L</p>

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		<p>had symptoms, they should self-isolate for 10 days from the date of the test.</p> <ul style="list-style-type: none"> <li>• Post-testing support is available for staff through the school's health provider (BUPA).</li> </ul>			
<p><b>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</b></p>		<ul style="list-style-type: none"> <li>• 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.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process.</li> <li>• This guidance is readily available (on the school's website).</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> <li>• The Trust has developed a clear control protocol for dealing with confirmed cases of COVID 19 in school.</li> <li>• This is shared and understood by all senior Leaders within schools.</li> <li>• This protocol ensures that there is sufficient understanding and strong processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> <li>○ Support those with symptoms to book a test</li> <li>○ Contact Public Health when aware of a confirmed case.</li> <li>○ Understanding of Track and Trace system</li> <li>○ Procedures to work with Public Health to determine actions to be taken.</li> <li>○ School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</li> <li>○ School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> <li>○ Exemplar letters / emails /scripted calls all prepared</li> </ul> </li> <li>• If an outbreak is confirmed by Public Health (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Daily contact is made with students who are home (either with COVID symptoms or isolating as someone in their home has COVID symptoms) checking if they have been able to obtain a test and the outcomes of any tests.</li> </ul>	L

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		<ul style="list-style-type: none"> <li>Remote/distance learning contingency arrangements for all pupils will be maintained in case of school/ year group closure during any local COVID 19 outbreak.</li> </ul>			
<p><b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b></p>		<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>This guidance is readily available (on the school's website).</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y		L
<p><b>3.6 First Aid/Designated Safeguarding Leads</b></p>					
<p><b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b></p>		<ul style="list-style-type: none"> <li>The SLT will ensure that a designated First Aider is always in school when the school is open.</li> <li>Any shortfalls in First Aider provision will be notified to the Executive Leadership Team</li> <li>A programme for training additional staff across schools is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> <li>All schools have more than one trained Designated Person.</li> <li>School will ensure that a representative of the safeguarding Team is available for contact each day the school is operating. In the event of the designated Person not being in school the nominated SLT lead will be responsible for liaising with one of the safeguarding Team if a Safeguarding issue arises.</li> <li>The school has produced an addendum to its Safeguarding Policy in line with current government guidance.</li> </ul>	Y	<ul style="list-style-type: none"> <li>In addition to current staff that have advanced first aid training, all FT staff will completed EduCare course 'First Aid Essentials' during Autumn Term.</li> </ul>	L

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3.7 Medical rooms					
<p><b>Medical rooms are not adequately equipped or configured to maintain infection control</b></p>		<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• The school has identified additional 'medical' rooms which are designated for pupils/staff with suspected COVID-19 whilst arrangements are being made for them to be collected / go home. This is in line with DfE guidance.</li> <li>• Such rooms will be located near the main reception, be enclosed and will be easily supervised.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• In place – parent room 1 and toilet nearest to main hall/reception.</li> <li>• Thorough cleaning system in place after every use of medical room and toilet.</li> </ul>	<p>L</p>
3.8 Communication with parents					
<p><b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b></p>		<ul style="list-style-type: none"> <li>• Clear communications strategies for the following groups are in place:               <ul style="list-style-type: none"> <li>○ Staff</li> <li>○ Pupils</li> <li>○ Parents</li> <li>○ Governors/Trustees</li> <li>○ Local authority</li> <li>○ Regional Schools Commissioner</li> <li>○ Professional associations</li> <li>○ Other partners</li> </ul> </li> <li>• Key information is readily available (on the school website / in the shared staff server space)</li> </ul>	<p>Y</p>		<p>L</p>
<p><b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b></p>		<ul style="list-style-type: none"> <li>• As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>• A COVID-19 section on the school website is created and updated.</li> </ul>	<p>Y</p>		<p>L</p>

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<p><b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b></p>		<ul style="list-style-type: none"> <li>• Key messages in line with government guidance are reinforced via the school's usual communication tools (text, letter and the school's website).</li> </ul>	Y		L
<p><b>3.9 Personal Protective Equipment (PPE)</b></p>					
<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>		<ul style="list-style-type: none"> <li>• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>• Those staff required to wear PPE (e.g. SEND intimate care; First aiders, those treating suspected cases of infection, cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>• Staff are reminded that wearing of gloves is not a substitute for good handwashing and hygiene routines.</li> </ul>	Y		L
<p><b>Staff undertaking 'higher risk' personal care are not appropriately equipped with PPE in line with government guidelines</b></p>		<ul style="list-style-type: none"> <li>• Unlikely to occur in mainstream settings.</li> <li>• Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE.</li> <li>• Any procedures are done in a separate, ventilated room where possible.</li> </ul> <p>Additional guidance and support will be taken from appropriate Health Agencies if necessary</p>	Y		L

4. Maximising distancing measures					
Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>4.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with current distancing guidance</b>		<ul style="list-style-type: none"> <li>The School Behaviour Policy and expectations have been updated to reflect COVID measures and communicated to all staff, pupils and parents.</li> <li>Clear messaging to pupils on the importance and reasons for distancing is reinforced throughout the school day by staff and through posters, notice boards, and markings as appropriate.</li> <li>Staff model distancing consistently around school at all times.</li> <li>The movement of pupils around the school is minimised as much as possible.</li> <li>Large gatherings are avoided.</li> <li>Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>Senior leaders monitor areas where there are breaches of distancing measures and arrangements are reviewed.</li> <li>Messages to parents reinforce the importance of distancing and COVID prevention measures.</li> </ul>	Y		L

4.2 Classrooms and teaching spaces					
<p><b>The size and configuration of classrooms and teaching spaces does not support compliance with distancing measures</b></p>		<ul style="list-style-type: none"> <li>• All classrooms have been reviewed as part of a Return to school capacity assessment and identified as to whether they are suitable for use under current guidance.</li> <li>• Those classrooms deemed unsuitable for classes are closed for this purpose and may be used to support small group provision / additional space for staff work areas.</li> <li>• Timetable is developed using those rooms identified as suitable with appropriate control measures in place.</li> <li>• All furniture not required has been removed from classrooms and teaching spaces.</li> <li>• Arrangements are reviewed regularly.</li> </ul>	Y		L
		<ul style="list-style-type: none"> <li>• Classrooms are organised maintaining space between pupils/ children/ adults where possible:</li> <li>• Small adaptations are made to the classroom to support distancing, including seating pupils side by side and facing forwards, rather than face to face or side on.</li> <li>• Class rooms organised maintaining space between seats/ desks where possible.</li> <li>• Teachers / Support assistants should stay at the front and maintain 2m distance from students and other adults.</li> <li>• Clear markers placed on desks to indicate where students should not sit if needed.</li> <li>• Clear signage displayed in classrooms promoting social distancing and other COVID measures e.g. handwashing</li> <li>• Staff will use visual and verbal support to remind pupils to observe social distancing, however this may not be possible to achieve with some pupils. These pupils should be engaged with activities that will allow for minimal close contact such as preferred activities.</li> <li>• Throughout the school there are a wide array of reminder posters / messages to reinforce to all staff / students the importance of the COVID measures that are in place</li> <li>• Student teaching groups will be adjusted to reduce the amount of inter-group movement and reduce mixing of students between groups.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Students will remain in the same group for English, Maths, Science and History/Geography (15 lessons) to reduce the amount of inter-group movement.</li> </ul>	L

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		<ul style="list-style-type: none"> <li>• Arrangements will be reviewed in line with current Government guidance.</li> </ul>			
<b>Large spaces need to be used as classrooms</b>		<ul style="list-style-type: none"> <li>• Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>• Design layout and arrangements in place to enable social distancing.</li> <li>• Large gatherings within school are prohibited.</li> <li>• Communal gatherings of more than one-year group should not take place E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Ideally collective worship / assemblies / delivery of key messages or information should be via online resources e.g. PowerPoint / Teams / Zoom during form/tutor time.</li> <li>• Outside space is used where appropriate for learning.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Whole year groups assemblies will not take place until further notice.</li> </ul>	L
<b>The provision in music lessons needs to be adapted to ensure infection risk is minimised</b>		<ul style="list-style-type: none"> <li>• Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.</li> <li>• If classroom based curriculum will be adapted to ensure that singing / wind / brass is not covered practically in lessons.</li> <li>• Additional cleaning regime will be in place in all classrooms where other practical instruments / keyboards etc may be used.</li> <li>• Schools will review provision of peripatetic / small group /individual music lessons. Groups will be limited, practice rooms will be well ventilated and appropriate distancing will be in place.</li> </ul>	Y		L
<b>The provision in PE lessons needs to be adapted to ensure infection risk is minimised</b>		<ul style="list-style-type: none"> <li>• Pupils should be kept in consistent groups for PE.</li> <li>• Outdoor sports should be prioritised and large indoor spaces should be used where it is not.</li> <li>• Contact team sports will be removed from the curriculum under guidance is reviewed.</li> <li>• Students will not use changing facilities until guidance is reviewed by Sport England / DfE and other arrangements will be made.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Students will wear their PE kit on Monday and Wednesday so that changing rooms are not used (with blazer on top) – this has been</li> </ul>	

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		<ul style="list-style-type: none"> <li>Specific advice and guidance on safe delivery of the curriculum will be taken from BALPE / other PE Teaching Associations</li> </ul>		communicated to parents on 28/8/20.	
<b>The provision in a range of practical lessons ( Art, Technology, Dance, Drama, Science etc) needs to be adapted to ensure infection risk is minimised</b>		<ul style="list-style-type: none"> <li>Pupils should be kept in consistent groups for practical subjects where possible.</li> <li>Activities will be reviewed to ensure the risk of infection is limited.</li> <li>The use of practical demonstration by staff members will be used as an alternative to student engagement in practical's</li> <li>Additional cleaning regime will be in place in all classrooms where other practical equipment/ tools / keyboards etc may be used.</li> <li>Specific advice and guidance on safe delivery of the curriculum will be taken from Subject Specific Teaching Associations as appropriate.</li> </ul>	Y		L
<b>4.3 Movement around school</b>					
<b>Social distancing guidance is breached when pupils circulate in corridors</b>		<ul style="list-style-type: none"> <li>Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum.</li> <li>Consideration has been given to the avoidance of creating busy corridors, entrances and exits.</li> <li>Staggered start and finish times, adjustments to break and lunch times have been implemented as necessary, together with ensuring appropriate time for cleaning surfaces and equipment in shared areas.</li> <li>One-way systems are in operation where feasible. Otherwise groups of students will have directional travel routes to follow which will be supervised by key staff.</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around.</li> <li>Student groups sharing staff will be timetabled in close proximity to aid staff transfer.</li> <li>Lesson change overs are staggered to avoid overcrowding. Students will be supervised to from social spaces if this is required.</li> </ul>	Y	<ul style="list-style-type: none"> <li>One way system introduced w/b 21<sup>st</sup> September for exit at break and lunch from main teaching block.</li> </ul>	L

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		<ul style="list-style-type: none"> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate duty rota and supervision levels are in place.</li> </ul>			
<b>Social distancing guidance is breached when lifts are used in the school</b>		<ul style="list-style-type: none"> <li>• The school has implemented a reduction in lift use.</li> <li>• Priority use is given to employees or children with disabilities, relevant existing health conditions or those who are pregnant.</li> <li>• Staff encouraged to use stairs.</li> <li>• Individuals issued with lift key /fob to control access.</li> <li>• Lifts used by one individual at a time where possible.</li> <li>• Enhanced cleaning regime within lift areas especially high contact points call buttons etc.</li> </ul>	Y		L
<b>4.4 Break times</b>					
<b>Pupils may not observe appropriate distancing at break times</b>		<ul style="list-style-type: none"> <li>• Pupils are reminded about distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> <li>• Pupils wash their hands/sanitise at the end of break.</li> </ul>	Y		L
<b>4.5 Lunch times</b>					
<b>Pupils may not observe appropriate distancing at lunch times</b>		<ul style="list-style-type: none"> <li>• Lunch times are planned so that communal gatherings are limited to one large / bubble or year group.</li> <li>• Pupils are reminded about social distancing as lunch times begin.</li> <li>• Pupils wash their hands/sanitise before and after eating.</li> <li>• Dining area layouts have been configured to ensure compliance with current distancing guidance.</li> <li>• Tables and chairs that are not being used have been removed / cordoned off where this is not possible.</li> <li>• Floor markings / barriers are used to manage queues and enable appropriate distancing.</li> <li>• Eating areas are cleaned thoroughly after lunch.</li> </ul>	Y		L

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4.6 Toilets					
<p><b>Queues for toilets and handwashing risk non-compliance with distancing measures</b></p>		<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>• Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Pupils know that they can only use the toilet one at a time.</li> <li>• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>• Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Pupils are reminded regularly on how to wash hands and younger children are supervised in doing so.</li> </ul>	Y		L
4.7 Medical Rooms					
<p><b>The configuration of medical rooms may compromise social distancing measures</b></p>		<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical rooms.</li> <li>• Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged near to reception /main entrance.</li> <li>• Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to <a href="#">current advice and guidance</a></li> <li>• Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.</li> <li>• Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. Any pupils experiencing symptoms should be taken to wait in the designated medical room.</li> <li>• If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Medical room and toilet have been identified.</li> <li>• Information is collected from any student/member of staff while they are waiting in the medical room to support 'track and trace' if required.</li> <li>• Thorough cleaning system in place after every use of medical room and toilet.</li> </ul>	L

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		<ul style="list-style-type: none"> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>			
<b>4.8 Arrival and departure from school</b>					
<p><b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>		<ul style="list-style-type: none"> <li>Start and finish times for groups of students will be staggered if appropriate.</li> <li>The use of available entrances and exits is maximised where appropriate.</li> <li>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>SLT / duty staff will be on door / gate duty every day to oversee entrance and exit procedure.</li> <li>School will develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child in line with current guidance.</li> <li>Where students/staff arrive wearing face coverings there is a clear process in place for removing them when they arrive at school:               <ul style="list-style-type: none"> <li>Pupils/staff instructed not to touch the front of their face covering during use or when removing them</li> <li>They must wash hands/sanitise immediately on arrival</li> <li>They must dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them</li> <li>They should then wash their hands/sanitise again before going to their classroom</li> </ul> </li> <li>All protocols are shared during morning staff briefing and with parents through usual communication channels.</li> <li>Messages to parents stress the need for distancing measures at arrival and departure times.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Students sanitise their hands upon entry t the canteen at the start of the day</li> <li>Masks are provided for any students who has not brought their own into school.</li> </ul>	L

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		<ul style="list-style-type: none"> <li>• Students will be encouraged to walk or cycle to school to aid social distancing at start and finish times</li> <li>• Students and staff to be reminded of the importance of regular handwashing / sanitiser use.</li> </ul>			
<b>4.9 Transport</b>					
<b>The use of public and school transport by pupils poses risks in terms of social distancing</b>		<ul style="list-style-type: none"> <li>• Where it is identified that there is heavy use of 'wider public transport' on specific routes the school will contact TfGM and the Local Authority regarding the commissioning of school buses to see if arrangements can be made to reduce the use of Public Transport where possible.</li> <li>• Students have been encouraged to walk / cycle to school as far as is possible.</li> <li>• Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport.</li> <li>• Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a></li> <li>• This includes advice on the use of face coverings if pupils are travelling with children other than from their own class.</li> <li>• Pupils on dedicated school buses should wherever possible:             <ul style="list-style-type: none"> <li>· Sit together in their year groups,</li> <li>· Ensure hands are sanitised on boarding/ disembarking</li> <li>· Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group.</li> </ul> </li> <li>• Where the school uses external transport providers assurance will be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.</li> </ul>	Y		L

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<p><b>The use of home school transport (for students with SEND / specific needs) by pupils poses risks in terms of social distancing</b></p>		<ul style="list-style-type: none"> <li>• Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers.</li> <li>• Assurance will be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.</li> <li>• Adjustments will be made to provision after discussion with parents and transport providers</li> </ul>	Y		L
<p><b>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</b></p>		<ul style="list-style-type: none"> <li>• The details of how pupils will travel to and from school are known prior to extending provision.</li> <li>• Effective liaison with bus companies (if appropriate) is used as a basis for planning staggered start and departure times.</li> </ul>	Y		L
<p><b>The school car park poses significant risk to effective social distancing</b></p>		<ul style="list-style-type: none"> <li>• Parents have been advised not to drop off / pick up students within the school car park.</li> <li>• Staff are encouraged to leave a car space between themselves and the next vehicle when parking, as far as is possible.</li> <li>• Clear routes from the carpark to main entrance are available for all staff and visitors.</li> <li>• Additional site security will be in place if parking measures need to be controlled.</li> </ul>	Y		L
<p><b>4.10 Staff areas</b></p>					
<p><b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b></p>		<ul style="list-style-type: none"> <li>• Reconfiguration of staff rooms and offices has been undertaken prior to the school extending provision to allow for social distancing between staff.</li> <li>• Staff have been briefed on the use of these rooms.</li> <li>• Staff advised to use additional areas to work from including classrooms when not in use for lessons. Staff responsible for spraying / sanitising personal work area before use</li> <li>• Stagger the use and limit the occupancy of staff room, planning rooms and offices by employees.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• All staff will receive their own 'surface sanitising spray' on 1/9/20.</li> </ul>	L

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		<ul style="list-style-type: none"> <li>• Open offices (e.g. admin office) will have entry restrictions in place.</li> <li>• Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited. Sanitiser spray available in repro area to clean copiers before use.</li> <li>• Reduction in lift use with priority given to employees with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.</li> </ul>			
		<ul style="list-style-type: none"> <li>• If staff bring in their own food this should be food which does not require heating or additional preparation in staffroom / planning room/ office areas.</li> <li>• Sanitiser spray available to spray any preparation area / equipment before and after use, staff reminded of this in daily staff briefing.</li> <li>• Use of staffroom kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.</li> <li>• Employees to store, where possible, coats, bags and non-work essential items in personal lockers/pedestal units. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.</li> </ul>	Y		L
<b>The configuration of the school kitchen makes compliance with distancing measures problematic</b>		<ul style="list-style-type: none"> <li>• Kitchen staff maintain social distancing of 2m in the kitchen.</li> <li>• If not possible 1m plus additional controls.</li> <li>• Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> </ul>	Y		L

## 5. Maintaining educational provision for all children

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Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>5.1 Maintaining provision</b>					
<b>Educational provision must be maintained for all children when the school returns to full operation</b>		<ul style="list-style-type: none"> <li>• Pupil groups are arranged to enable the school to deliver the full range of curriculum subjects and for students to receive specialist teaching as required.</li> <li>• The school is working to maintain the smallest practical groups sizes possible and to maintain elements of consistency within these groups.</li> <li>• The school has adapted a process where it will attempt to maintain the integrity of Year based groups, in particular at social times such as break / lunch / specialist provision.</li> </ul>	Y		L
		<ul style="list-style-type: none"> <li>• Plans are in place to meet the learning needs of the children who are attending school.</li> <li>• Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>• Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> <li>• Regular contact is made with key groups of pupils who do not attend as prioritised by the school. This is outlined in the school's safeguarding documentation.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Daily contact is made with parent for every child that is not attending school, parents are asked to send students into school later in the day (only for those that do not have COVID symptoms) if they are able to attend.</li> </ul>	L

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<p><b>Educational provision must be maintained for all children with EHCPs when the school extends its provision</b></p>		<ul style="list-style-type: none"> <li>• Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return.</li> <li>• Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.</li> </ul>	Y		L
<p><b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b></p>		<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' planning.</li> <li>• Home and remote learning is continuing to be developed across the school and is calibrated to complement in-school learning and address gaps identified.</li> <li>• The school has worked hard to identify those students who struggled to effectively access the home learning provision and will work with them whilst in school to address issues that are raised.</li> <li>• Where possible the school will attempt to provide ICT access to those families, where they are struggling to effectively access ICT based home learning solutions.</li> <li>• Exam syllabi continue to be covered as appropriate.</li> <li>• The school is in the process of identifying how it can make best use of the government's Catch Up funding.</li> <li>• Individual plans are being developed for intervention with those pupils who are identified as having fallen behind in their learning.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Communication with home w/b 21<sup>st</sup> September 2020 regarding Home Learning and use of MS Teams, also included advice on online safety.</li> </ul>	L

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<p><b>Pupils eligible for free school meals do not continue to receive meals / vouchers on the days that they are not in school</b></p>		<ul style="list-style-type: none"> <li>• A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.</li> <li>• Where children are not able to attend school for medical reasons the school will ensure that appropriate provision of FSM is maintained for those students entitled to it. (Either via Food-parcels / provision of vouchers)</li> <li>• Specific families are guided to 'Foodbank' support as appropriate to need.</li> </ul>	Y		L
<p><b>5.2 Managing the school lifecycle</b></p>					
<p><b>Limited progress with the school's forward planning calendar and work plan because of COVID-19 measures</b></p>		<ul style="list-style-type: none"> <li>• School calendar for the next academic year plan and rationalised.</li> <li>• Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</li> <li>• Staff recruitment conducted via virtual / online platforms for September 2020 and beyond</li> <li>• Curriculum plans and timetable for September 2020 completed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Curriculum Plans on school website for 2020/2021</li> </ul>	L
<p><b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b></p>		<ul style="list-style-type: none"> <li>• 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.</li> <li>• There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Career interviews in place started w/b 14<sup>th</sup> September 2020 for all students.</li> </ul>	L

6. Operational issues					
Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>6.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>		<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:                             <ul style="list-style-type: none"> <li>○ Maintenance of integrity of Year Groups</li> <li>○ Absence of key members of staff</li> <li>○ Possible absence of fire marshals</li> <li>○ Social distancing rules during evacuation and at muster points</li> <li>○ Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Y		L
<b>Fire evacuation drills - unable to apply social distancing effectively</b>		<ul style="list-style-type: none"> <li>• Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Y		L
<b>Fire marshals absent due to self-isolation</b>		<ul style="list-style-type: none"> <li>• Sufficient staffing / resources are in place to maintain the security of the building and its occupants.</li> <li>• Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.</li> <li>• All SLT are fire marshals- there is always a member of SLT on site.</li> </ul>	Y		L

## Operational risk assessment for school reopening

6.2 Managing premises on reopening after lengthy closure					
<b>All systems may not be operational</b>		<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y		L
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>		<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Y		L
<b>Visitors on-site whilst school is in operation may pose a risk to distancing measures and infection control</b>		<ul style="list-style-type: none"> <li>Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc.) are in place</li> <li>Appointments are to be made for external meetings / school visits and will be managed centrally by SLT to ensure only essential meetings take place and that these are held in appropriate venues.</li> <li>Continued use of Teams / Zoom to facilitate external meetings., reduced numbers in school reception area (one in/ one out) etc.</li> <li>At busy times of the school day access to the school reception will be limited and controlled (e.g. one in / one out process). Signs explaining this are displayed at the front of school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>SIB meetings and Trust Leadership Meetings continue during Autumn Term via ZOOM.</li> </ul>	L
6.3 Contractors working on the school site					
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>		<ul style="list-style-type: none"> <li>Non Essential repair / contracted works in buildings to be carried outside school hours.</li> <li>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.</li> </ul>	Y		L

## Operational risk assessment for school reopening

		<ul style="list-style-type: none"> <li>• PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:             <ul style="list-style-type: none"> <li>▪ Fire Alarm and Detection</li> <li>▪ Powered Doors / Gates</li> <li>▪ Legionella and Water Testing</li> <li>▪ Electrical Safety</li> <li>▪ Gas Safety</li> <li>▪ PAT Testing</li> <li>▪ Asbestos Management</li> </ul> </li> <li>• Site Team to go through expectations with any contractor that requires access to the school premises. Site Team to email head teacher weekly to advise of any contractors that will be on site and confirm that health and safety concerns/procedures have been fully discussed.</li> <li>• Defect Reporting arrangements are in place.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• 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.</li> <li>• 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.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• 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).</li> <li>• Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</li> </ul>			
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## Operational risk assessment for school reopening

		<ul style="list-style-type: none"> <li>All deliveries of supplies will be to the main entrance – office staff will answer the intercom and ask driver to leave supplies for them and/or site staff to collect. Site Team to coordinate all suppliers and contractors according to school guidance.</li> </ul>			
<b>6.4 Risk Assessment, Induction and staff CPD</b>					
<b>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.</b>		<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school extends provision and mitigation strategies are put in place and communicated to staff covering:               <ul style="list-style-type: none"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	Y		L
<b>Staff are not trained in new procedures, leading to risks to health</b>		<ul style="list-style-type: none"> <li>A revised staff handbook is issued to all staff prior to reopening.</li> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include:               <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Refresher/inductions completed with all staff on 1/9/20.</li> </ul>	L
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>		<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school.</li> </ul>	Y		L

7. Finance					
Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>7.1 Costs of the school’s response to COVID-19</b>					
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>		<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school’s projected financial position has been shared with governors and trust.</li> </ul>	Y		L

8. Governance					
Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
<b>8.1 Oversight of the governing body</b>					
<b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b>		<ul style="list-style-type: none"> <li>The governing body continues to meet regularly via online platforms.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Headteacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>Minutes of governing body meetings are reviewed to ensure that they accurately record governors’ oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	Y	<ul style="list-style-type: none"> <li>SIB meetings and Trust Leadership Meetings continue during Autumn Term via ZOOM.</li> <li>Year 11 Action Plan (reviewed at every SIB meeting) includes COVID planning.</li> </ul>	L
<b>Governors are not fully informed or involved in making key decisions</b>		<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors.</li> <li>Governing bodies are involved in key decisions on extending provision.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Y		L

## Operational risk assessment for school reopening

<p><b>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</b></p>		<ul style="list-style-type: none"> <li>All relevant policies have been revised (with appropriate addenda) to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Policies updated and on school website 18/9/2020.</li> </ul>	L
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9. Additional site-specific issues and risks					
Risk Concern	Risk rating Prior to Action	Control Measures (CM)	CM in place (Y/N)	Further Actions / Comments	Residual Risk rating
Schools to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
n/a		•		•	