
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 11th May 2020 as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

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

Assessment conducted by:	SLT	Job title:	SLT	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	20.01.2021	Review interval:	Weekly review at SLT meeting	Date of next review:	27.01.2021

Related documents

Trust/Local Authority documents:

Government guidance:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

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

[Coronavirus \(COVID-19\) Collection: guidance for schools and other educational settings](#)

[Actions for schools during the coronavirus outbreak](#)

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

[Coronavirus \(COVID-19\): guidance for educational settings](#)

[COVID-19: cleaning in non-healthcare settings](#)

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	HIGH	<ol style="list-style-type: none"> 1. Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. 2. Agreed new timetable and arrangements confirmed for each year group. 3. Arrangements in place to support pupils when not at school with remote learning at home. 	<ol style="list-style-type: none"> 1. Yes 2. Yes 3. Yes 	<ul style="list-style-type: none"> • Suitable areas identified for vulnerable and key worker children to allow for social distancing and for all to be taught concurrently • Google Classroom set up and online learning posted across all subjects and all year groups. Activity being monitored. • Remote learning policy circulated to all staff and SLT drop-ins ensure its being applied consistently 	Low

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				<ul style="list-style-type: none"> Suitable accommodation in place to support with lunch arrangements. Visitors on site limited and access to building controlled. 	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	HIGH	<ol style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Clear signage displayed in classrooms promoting social distancing. In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. 	<ol style="list-style-type: none"> Yes Yes Yes Yes Yes 	<ul style="list-style-type: none"> Classroom sizes have been reviewed to ensure students suitably social distanced. ICT suites used for each bubble with computer spacing left between each seat. Accessing rooms from outside. Organising classrooms and other rooms used for learning to support distancing i.e. seating pupils side by side and facing forwards. Unnecessary items and those items hard to clean removed from classrooms and learning environments. Staff and pupils only bring essential equipment into school. Thorough cleaning of rooms at end of the day. Ventilation in the building maximised by opening windows, doors or using ventilation units. 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Large spaces need to be used as classrooms	HIGH	<ol style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	<ol style="list-style-type: none"> Yes Yes Yes 	<ul style="list-style-type: none"> Maximum numbers for large spaces estimated with potential to increase numbers as follows: <ul style="list-style-type: none"> Sports Hall - 100 (can be split with netting) Conference Room - 24 Dining Hall - 24 Drama Studio - 30 Overall capacity less than 50% of total school number 	Medium
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	HIGH	<ol style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. Full use of blended model of home learning and attendance at school is utilised until staffing levels improve. 	<ol style="list-style-type: none"> Yes Yes Yes Yes Yes 	<ul style="list-style-type: none"> Staff health and wellbeing updated daily – central record kept by GRS Individual risk assessments carried out for staff and pupils at higher risk to be reviewed to ensure fit for purpose. Latest return to work guidance identified and RA undertaken. Impact of Union advice could affect staff availability moving forwards – this needs constant monitoring. Encourage staff and parents to engage with Test and Trace process and inform them immediately of the results of a test. TAs and pastoral staff roles have been decided and communicated 	Medium

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				<ul style="list-style-type: none"> • There are currently sufficient admin, site and canteen staff to support increased staffing requirements • Cover arrangements updated and communicated to staff by TKS to ensure adequate supervision at all times. 	
1.4 Prioritising provision					
<p>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</p>	HIGH	<ol style="list-style-type: none"> 1. Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. 2. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. 3. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. 4. A plan is in place for the phasing in of the other cohorts. 	<ol style="list-style-type: none"> 1. Yes 2. Yes 3. Yes 4. Yes 	<ul style="list-style-type: none"> • Students continue to access google classrooms on - line where work is suitably differentiated by class teacher and communication with teacher and peers is achievable. • Systems in place to ensure regular contact with ALL students. No contact made then home visit will be made by pastoral / SLT staff. 	Low

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)
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	HIGH	<ol style="list-style-type: none"> 1. Start and departure times are staggered. 2. The number of entrances and exits to be used is maximised. 3. Different entrances/exits are used for different groups. 4. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. 5. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. 6. Floor markings are visible where it is necessary to manage any queuing. 7. Attendance patterns have been optimised to ensure maximum safety. 	<ol style="list-style-type: none"> 1. No 2. Yes 3. Yes 4. Yes 5. Yes 6. Yes 7. Yes 	<ul style="list-style-type: none"> • Floor marking will be in place • Clear communication with parents and students to avoid early arrival prior to gates being opened to avoid grouping outside of school. • High levels of staffing when students arrive and finish school. • High levels of staff during break and lunch to ensure social distancing and one way systems are followed. • Signage used to promote hygiene and social distancing. 	Low
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	HIGH	<ol style="list-style-type: none"> 1. Circulation plans have been reviewed and revised. 2. One-way systems are in place where possible. 3. Corridors are divided where feasible. 4. Appropriate signage is in place to clarify circulation routes. 5. Pinch points and bottle necks are identified and managed accordingly. 6. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. 7. Lesson change overs are staggered to avoid overcrowding. 8. Pupils are regularly briefed regarding observing social distancing guidance. 9. Appropriate duty rota and levels of supervision are in place. <p>Note: For sections 1.1 to 1.6 and 1.8 further General Arrangements actions are detailed in the Risk Assessment and Arrangements Relating to the Continued Safe use of School Buildings</p>	<ol style="list-style-type: none"> 1. Yes 2. Yes 3. Yes 4. Yes 5. Yes 6. Yes 7. No 8. Yes 9. Yes 	<ul style="list-style-type: none"> • Signage and circulation information up around school. • Signage used to promote hygiene and social distancing. • Staff to avoid face to face contact and minimise time spent within 1 metre of anyone. • Different groups assigned to specific areas with individual access and exit points to avoid pinch points and crossover of "bubbles" • Each year group has a different classroom so the entire site is 	High

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		<p>and Transport https://shaw-education.org.uk/uploads/policies/COVID-19/SET%20Coronavirus%20-%20Continued%20Use%20of%20School%20Buildings%20and%20Transport%20-%20RA%20ver%208.0%2022%2010%202020.pdf</p>		<p>used to separate the students on site.</p> <ul style="list-style-type: none"> • Each vulnerable bubble is allocated a part of the school site. • Duty rota completed and shared with staff – this ensures high levels of staff supervision. • Canteen and outside area used for lunch arrangements. • Provide facilities to dry hands eg disposable paper towels and/or hand driers. • School kitchens to comply with the government’s guidance for food businesses on coronavirus (COVID-19). • When moving between lessons students MUST wear face coverings. • Students are not to congregate in shared communal spaces, they enter classrooms. • One way systems are in place around the buildings to ensure a clear flow of traffic. 	

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1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened (PLS)	LOW	1. Gaps in learning are assessed and addressed in teachers' planning. 2. Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified. 3. Exam syllabi are covered. 4. Plans for intervention are in place for those pupils who have fallen behind in their learning.	1. Yes 2. Yes 3. Yes 4. Yes	<ul style="list-style-type: none"> Regular assessment activities in place as part of online learning non-negotiables, used by staff to target gaps. Remote learning plan links to the intended curriculum. Physical support packs distributed to students to ensure students can work through tasks at home. TAs deployed to support students with addressing knowledge gaps. 	Low
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	HIGH	1. Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. 2. Staff have been briefed on the use of these rooms.	1. Yes 2. Yes	<ul style="list-style-type: none"> Staff areas and office review taken place to ensure space for adequate social distancing. – regular reminder given to staff Excess furniture removed from staff room. 	Low
1.9 Managing the school lifecycle					
Limited progress with the school's spring term calendar and workplan because of COVID-19 measures	HIGH	1. School calendar for the spring term rationalised to event scheduled to ensure dates have been postponed.	1. Yes		Medium

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Pupils moving on to the next phase in their education do not feel prepared for the transition (PLS)	HIGH	<ol style="list-style-type: none"> 1. 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. 2. 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. 3. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. 4. Virtual tours of the school are available for parents and pupils. 5. Online induction days for pupils and parents are planned. 	<ol style="list-style-type: none"> 1. No 2. Yes 3. N/A 4. N/A 5. N/A 	<ul style="list-style-type: none"> • Options process to be reviewed in light of lockdown restrictions. • Ongoing communication with post 26 providers is taking place. • Mid-term admission processes still taking place for unplaced students to ensure they can access education as required. 	Medium
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions (CBS)	MEDIUM	<ol style="list-style-type: none"> 1. Online meetings are held regularly with governors. 2. Governing bodies are involved in key decisions on reopening. 3. Governors are briefed regularly on the latest government guidance and its implications for the school. 	<ol style="list-style-type: none"> 1. Yes 2. Yes 3. Yes 		Medium
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	HIGH	<ol style="list-style-type: none"> 1. All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. 2. Staff, pupils, parents and governors have been briefed accordingly. 	<ol style="list-style-type: none"> 1. Yes 2. Yes 	<ul style="list-style-type: none"> • Staff using PPE instructed on the safe "donning and doffing" of PPE. • Review personal care plans to assess PPE needs based on individual circumstances. • First aiders instructed on the safe "donning and doffing" of PPE. • Maintain stocks of PPE. Where this is not available contact LA. • List of LA PPE suppliers communicated to schools. • Risk assessments in place for students who display the most 	Medium

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				challenging behaviour, therefore social distancing may be broken. <ul style="list-style-type: none"> Review of behaviour management plans and procedures completed by TKS. 	
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	HIGH	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ol style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	1 Yes 2 Yes 3 Yes 4 Yes 5 Yes 6 Yes 7 Yes 8 Yes	<ul style="list-style-type: none"> Regular communication needed with all stakeholders from CBS and SLT. Communication needs to be a 2-way process whenever possible. 	Medium
1.13 Staff induction and CPD					
Staff are not trained in new procedures	HIGH	<ol style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	1 Yes 2 Yes	<ul style="list-style-type: none"> Fire Evacuation procedures have been updated and staff briefed. Whole staff meeting took place and drop in clinic after the meeting for further questions completed. Review team stress risk assessment. Record kept for 21 days of visitors to site. Record of staff and pupils in groups. 	High

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				<ul style="list-style-type: none"> Follow local health protection team advice 	
New staff are not aware of policies and procedures prior to starting at the school when it reopens	MEDIUM	<ol style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	<ol style="list-style-type: none"> Yes Ongoing 	<ul style="list-style-type: none"> Induction programmes will take place online as required. Only 1 new teachers and induction took place. More department focused induction will take place. The staff handbook will be updated and circulated weekly as required. 	Low
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school (GRS)	MEDIUM	<ol style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	1 Yes	<ul style="list-style-type: none"> Weekly review of FSM collections during SLT meetings to ensure families are picking up food parcels. During welfare calls all staff remind FSM students that a food parcel can be collected. 	Low
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance. (GRS/TKS)	HIGH	<ol style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ol style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	1. Ongoing	<ul style="list-style-type: none"> RA has been completed and will be under constant review. 	Medium

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1.16 School transport					
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 (TKS)	HIGH	<ol style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. <p>Note: Further Transport Arrangement actions are detailed in the Risk Assessment and Arrangements Relating to the Continued Safe use of School Buildings and Transport https://shaw-education.org.uk/uploads/policies/COVID-19/SET%20Coronavirus%20-</p>	1 Yes 2 No	<ul style="list-style-type: none"> All students on site completed survey on travel arrangements this was communicated to TfGM. Students regularly reminder about social distancing when travelling to and from school. 	High
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	HIGH	<ol style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. <p>Note: Further Cleaning Arrangement actions are detailed in the Risk Assessment and Arrangements Relating to the Continued Safe use of School Buildings and Transport https://shaw-education.org.uk/uploads/policies/COVID-19/SET%20Coronavirus%20-</p>	1 Yes 2. Yes 3. Yes	<ul style="list-style-type: none"> Return to work plan agreed with ISS, in house cleaner and site team. Targeted cleaning of utilised space during each phase to enhance quality in those zones Regular handwashing to take place and sanitiser to be used when entering each room. Every child's desk is wiped down at the end of each lesson. 	Low

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2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	HIGH	<ol style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	1 No 2 No	<ul style="list-style-type: none"> Review COSHH assessment for hand sanitiser and cleaning materials completed. Updated cleaning schedules with frequent cleaning of rooms/shared areas used by different groups. All desks to be cleaned at the end of each lesson. Signage used to promote hygiene and social distancing. Review stocks of soap, hand sanitiser and number of hand sanitiser stations, tissues completed regularly by GRS. 	Medium
Pupils forget to wash their hands regularly and frequently	HIGH	<ol style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	1 Yes 2 Yes 3 Yes	<ul style="list-style-type: none"> Facilities will be available Communication to staff regularly stresses importance and advise of process 	Low
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	MEDIUM	<ol style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. 	1 Yes 2 Yes		MEDIUM

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The use of fabric chairs may increase the risk of the virus spreading	HIGH	<ol style="list-style-type: none"> 1. Take fabric chairs out of use where possible. 2. Where that is not possible then ensure chairs are limited to single person use. 	1 Yes 2 Yes	<ul style="list-style-type: none"> • Ensuring plastic chairs are used by students where possible • All classrooms have been cleaned, tidied and organised to reduce down clutter. This needs to regularly reviewed. 	Low
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing (GRS)	HIGH	<ol style="list-style-type: none"> 1. Guidance on getting tested has been published. 2. The guidance has been explained to staff as part of the induction process. 3. Post-testing support is available for staff through the school's health provider. 	1 Yes 2 Yes 3 Yes	<ul style="list-style-type: none"> • Guidance has been shared with staff and imposed as incidents occur 	Low
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	HIGH	<ol style="list-style-type: none"> 1. Robust collection and monitoring of absence data, including tracking return to school dates, is in place. 2. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. 3. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. 4. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	1 Yes 2 Yes 3 Yes 4 Yes	<ul style="list-style-type: none"> • Daily staff communication process and tracking and updates in place through line management • Part of home/school agreement that school are made aware of any cases at home, although this will be difficult to police 	High Medium

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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	HIGH	<ol style="list-style-type: none"> 1. 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. 2. This guidance has been explained to staff and pupils as part of the induction process. 3. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>1 Yes</p> <p>2 Yes</p> <p>3 Yes</p>	<ul style="list-style-type: none"> • Staff are aware of the government guidelines and training is planned to ensure clarity of procedure. • Staff and parents are notified if guidance changes or if there are any new cases. 	Medium
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	HIGH	<ol style="list-style-type: none"> 1. 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. 2. This guidance has been explained to staff and pupils as part of the induction process. 3. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	<p>1 Yes</p> <p>2 Yes</p> <p>3 Yes</p>		Medium
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	HIGH	<ol style="list-style-type: none"> 1. First Aid certificates extended for three months. 2. A programme for training additional staff is in place. 3. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	<p>1 Yes</p> <p>2 Yes</p> <p>3 Yes</p>	<ul style="list-style-type: none"> • Adequate first aid trained staff in school to cover staff shortages • Rota ensures daily cover for FA and DSL • Communication of processes to be followed during phased reopening required. • A review of medication completed plans to assess PPE requirements (if any) for staff administering medication. 	Medium

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2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	High	<ol style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	1 Yes 2 Yes 3 Yes	<ul style="list-style-type: none"> Medical room worked well and a review of systems shows the space is still safe for use. 	Medium
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	HIGH	<ol style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks created. 	1 Yes 2 Yes 3 No	<ul style="list-style-type: none"> Parents' guide to COVID systems sent with an update to the behaviour systems in school. 	Medium
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	HIGH	<ol style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	1 Yes	<ul style="list-style-type: none"> Ongoing information to be shared via arrange of methods. 	Medium
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines (GRS)	HIGH	<ol style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	1 Yes 2 Yes 3 Yes	<ul style="list-style-type: none"> Gloves, masks and aprons ordered in readiness for first aid and personal care purposes 	Medium

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3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	HIGH	<ol style="list-style-type: none"> 1. Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. 2. Staff model social distancing consistently. 3. The movement of pupils around the school is minimised. 4. Large gatherings are avoided. 5. Break times and lunch times are structured to support social distancing and are closely supervised. 6. The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. 7. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. 8. Messages to parents reinforce the importance of social distancing. 9. Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	<p>1 Yes</p> <p>2 Ongoing</p> <p>3 Yes</p> <p>4 Yes</p> <p>5 Yes</p> <p>6 Yes</p> <p>7 Yes</p> <p>8 Ongoing</p> <p>9 N/A</p>		Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	HIGH	<ol style="list-style-type: none"> 1. Home base arrangements in place. 2. Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). 3. All furniture not in use has been removed from classrooms and teaching spaces. 4. Arrangements are reviewed regularly. 	1 Yes 2 Ongoing 3 Ongoing 4 Ongoing		Medium
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	HIGH	<ol style="list-style-type: none"> 1. Circulation plans have been reviewed and amended. 2. One-way systems are in operation where feasible. 3. Corridors are divided where feasible. 4. Circulation routes are clearly marked with appropriate signage. 5. Any pinch points/bottle necks are identified and managed accordingly. 6. The movement of pupils around school is minimised as much as possible. 7. Where possible, pupils stay in classrooms and staff move around. 8. Lesson change overs are staggered to avoid overcrowding. 9. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. 10. Appropriate supervision levels are in place. 	1 Yes 2 Yes 3 Yes 4 Yes 5 Yes 6 Yes 7 Yes 8 Yes 9 Yes 10 Yes		Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.4 Break times					
Pupils may not observe social distancing at break	HIGH	<ol style="list-style-type: none"> 1. Break times are staggered. 2. External areas are designated for different groups. 3. Pupils are reminded about social distancing as break times begin. 4. Social distancing signage is in place around the school and in key areas. 5. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	1 No 2 Yes 3 Yes 4 Yes 5 Yes	<ul style="list-style-type: none"> • Hazard tape to be used where possible to segregate external spaces 	Low
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	HIGH	<ol style="list-style-type: none"> 1. Pupils are reminded about social distancing as lunch times begin. 2. Pupils wash their hands before and after eating. 3. Dining area layouts have been configured to ensure social distancing. 4. Tables and chairs have been cordoned off where this is not possible. 5. Floor markings are used to manage queues and enable social distancing. 6. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. 7. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 8. Eating areas are cleaned after lunch. 	1 Yes 2 Yes 3 Yes 4 Yes 5 Yes 6 Yes 7 Yes 8 Yes	<ul style="list-style-type: none"> • Students will use canteen space for lunch arrangements. 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	HIGH	<ol style="list-style-type: none"> 1. Queuing zones for toilets and hand washing have been established and are monitored. 2. Floor markings are in place to enable social distancing. 3. Pupils know that they can only use the toilet one at a time. 4. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. 5. The toilets are cleaned frequently. 6. Monitoring ensures a constant supply of soap and paper towels. 7. Bins are emptied regularly. 8. Pupils are reminded regularly on how to wash hands 	1 Yes 2 Yes 3 Yes 4 Yes 5 Yes 6 Yes 7 Yes 8 Yes	<ul style="list-style-type: none"> • Floor queue markers part of site planning. • Limited use of facilities due to short sessions for each Y10 group) • Toilet cleaning and supply of cleaning products prioritised as part of in house cleaner daily tasks • Regular toilet cleaning throughout the day 	Low
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures (TKS)	HIGH	<ol style="list-style-type: none"> 1. Social distancing provisions are in place for medical rooms. 2. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. 3. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 		<ul style="list-style-type: none"> • See 2.6 (duplication) 	
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	HIGH	<ol style="list-style-type: none"> 1. Social distancing points are clearly set out, using floor markings, continuing outside where necessary. 2. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). 3. Non-essential deliveries and visitors to school are minimised. 4. Arrangements are in place for segregation of visitors. 	1 Yes 2 Yes 3 Yes 4 Yes	<ul style="list-style-type: none"> • Floor markers, external queuing markers and signage in reception • Configuration of reception desk allows for distancing • Number of people in reception area limited to 2 at any one time. • Visitors advised that appointment or prior arrangement made before being 	Low

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>allowed access to prevent people waiting in reception</p> <ul style="list-style-type: none"> • Visitors and appointments minimised for example social workers / CAMHS workers seeing children, SET office to be used where possible to avoid movement around school 	
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	MEDIUM	<ol style="list-style-type: none"> 1. Start and finish times are staggered. 2. The use of available entrances and exits is maximised. 3. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. 4. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	<p>1 No</p> <p>2 Yes</p> <p>3 Yes</p> <p>4 Yes</p>	<ul style="list-style-type: none"> • Floor markers, external queuing markers and signage are around school. • Staff and students using separate entrances and exits 	Low
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	High	<ol style="list-style-type: none"> 1. Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. 2. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	<p>1 Yes</p> <p>2 Yes</p>	<ul style="list-style-type: none"> • All students on site completed survey on travel arrangements this was communicated to TfGM. • Students regularly reminder about social distancing when travelling to and from school. – at the moment only very small numbers of students are using public transport. 	medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic (GRS)	HIGH	1. Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.	1 Yes	<ul style="list-style-type: none"> See 1.8 	Low
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 shielding are not identified and so measures have not been put in place to protect them (TKS/GJS)	High	<ol style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	1 Yes 2 Yes 3 Yes 4 Yes	<ul style="list-style-type: none"> Medical list regularly updated and reviewed Communication with parents of incoming students should include request for update on medical conditions, and include guidance re CV and CEV Students with asthma to have inhaler in their possession Asthma list updated Dec 20. All students who claim they are exempt from wearing a mask has been checked and evidence collected Jan 21. 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them (CBS/GRS)	HIGH	<ol style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 	<p>1 Yes</p> <p>2 Yes</p> <p>3 Yes</p> <p>4 Yes</p> <p>5 Yes</p>	<ul style="list-style-type: none"> All CEV staff working from home in line with guidance CV staff (including pregnancies) and those living with CEV are being supported to minimise time in school through rotas and colleague support Staff are currently working on a rota to reduce down the number of staff on site at one time. 	Medium
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general (TKS/GJS)	Medium	<ol style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	<p>1 Yes</p> <p>2 Yes</p> <p>3 Yes</p> <p>4 Yes</p>	<ul style="list-style-type: none"> Pastoral staff and DSLs adequately trained. Rota to include adequate numbers for students to be supported from home and on site. Access to computer suite to be identified to allow access to Kooth. Staff meeting reminded staff of safeguarding procedures Jan 21. Pastoral support mentor utilised to provide 1-1 - effective home working arrangement 	Low

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"> Resources collated and filed for quick access. PSHE sessions built into each week for all students. Support regularly signposted 	
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general (CBS/GRS)	High	<ol style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	1 Yes 2 Yes 3 Yes 4 Yes 5 Yes	<ul style="list-style-type: none"> Support signposted Regular wellbeing checks and contact in place through line management Access to Employee assist services through absence insurance provider 	MEDIUM
Working from home can adversely affect mental health (CBS/GRS)	HIGH	<ol style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	1 Yes 2 Yes 3 Yes 4 Yes	<ul style="list-style-type: none"> Staff wellbeing checks in place through line management Zoom and Teams used to encourage staff meetings and check ins Risk assessment to be completed for all staff continuing to work from home as per latest guidance Staff have been assigned Google Classes and are providing remote learning tasks. This is also QAd by each SLT line manager. Access to Employee assist services through absence insurance provider. 	MEDIUM

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	MEDIUM	<ol style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	1 Yes 2 Yes	<ul style="list-style-type: none"> Access to Employee assist services through Absence insurance provider Pastoral Support Mentor fully trained and resources available Central tracking to identify students and staff experiencing bereavement. 	MEDIUM
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens (TKS/GJS)	Low	<ol style="list-style-type: none"> Current government guidance is being followed. Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. The facility for full-time attendance is available where required (even if their peers are only attending part-time). Arrangements are in place to ensure that this cohort is tracked and supported effectively. Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	1 Yes 2 Yes 3 Yes 4 Yes 5 Yes 6 N/A		Low

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)
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	HIGH	1. Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of pupils/staff • Possible absence of fire marshals • Social distancing rules during evacuation and at muster points • Possible need for additional muster point(s) to enable social distancing where possible 2. Staff and pupils have been briefed on any new evacuation procedures. 3. Incident controller and fire marshals have been trained and briefed appropriately.	1 Yes 2 Yes 3 Yes	<ul style="list-style-type: none"> • Fire procedures updated Jan 21 	High
Fire evacuation drills - unable to apply social distancing effectively	MEDIUM	1. Plans for fire evacuation drills are in place which are in line with social distancing measures.	1. No	<ul style="list-style-type: none"> • Practice drill undertaken 15/1/2021 which met all social distancing measures. 	High
Fire marshals absent due to self-isolation	MEDIUM	1. An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 2. JW / TKS / PLS / CBS – always at least two of staff on rota	1 Yes 2 Yes		High
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	HIGH	1. Government guidance is being implemented where appropriate. 2. All systems have been recommissioned. Note: Further Maintenance and School Buildings Arrangement actions are detailed in the Risk Assessment and Arrangements Relating to the Continued Safe use of School Buildings and Transport https://shaw-education.org.uk/uploads/policies/COVID-19/SET%20Coronavirus%20-	1 Yes 2 Yes	<ul style="list-style-type: none"> • Systems and statutory checks maintained throughout closure 	Low

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)
Statutory compliance has not been completed due to the availability of contractors during lockdown	MEDIUM	<ol style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	1 Yes 2 Yes	<ul style="list-style-type: none"> Systems and statutory checks maintained throughout closure 	Low
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	MEDIUM	<ol style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Temperature checks are carried out on arrival and before entering the school building. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	1 Yes 2 Yes 3 Yes 4 No 5 Yes 6 Yes 7 Yes	<ul style="list-style-type: none"> Essential works completed or rearranged in line with requirements All contractors complying with Covid-19 measures Contractors kept distanced from students (e.g. IT works) Hazzard Exchange process in place with Covid-19 to become part of procedure Temperature checks were not deemed necessary so not implemented at this stage 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties (CBS/GRS)	LOW	<ol style="list-style-type: none"> 1. Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. 2. LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. 3. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. 4. Additional sources of income are under exploration. 5. The school's projected financial position has been shared with governors and LA or trust. 	<p>1 Yes</p> <p>2 Yes</p> <p>3 Yes</p> <p>4 Yes</p> <p>5 Yes</p>	<ul style="list-style-type: none"> • Budget forecast updated monthly with impacts and predicted spend • Position shared with Academy Council at meetings and discussed with Finance AC • Savings identified due to closure adjusted to meet additional Covid spend 	Medium
9. Governance					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	MEDIUM	<ol style="list-style-type: none"> 1. The governing body continues to meet regularly via online platforms. 2. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. 3. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. 4. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. 5. 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. 6. 	<p>1 Yes</p> <p>2 Yes</p> <p>3 Yes</p> <p>4 Yes</p> <p>5 Yes</p>		Medium

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)
10. Additional site-specific issues and risks					
10.1 Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
5 key markers identified by Government are not met in the North West leading to lack of confidence in Unions and Staff that a return is safe.	High	1. The Trust schools evidence that planning and controls are effective to keep staff and students safe 2. The schools risk assessment indicates that sufficient measures have been put in place to mitigate all key risks	1 Yes 2 Yes		Medium Low
Local Authority schools in the locality and wider region have made a joint decision not to reopen, meaning any decision by our school to open may be viewed negatively by parents.	High	1. The Trust schools evidence that planning and controls are effective to keep staff and students safe 2. The schools risk assessment indicates that sufficient measures have been put on place to mitigate all key risks.	1 Yes 2 Yes		Medium