

COVID-19: Operational risk assessment for school opening in January 2021

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

Including: SET - COVID 19 – RETURNING TO THE WORKPLACE GUIDE V3 4/11/20

St Martins School - Opening plans for [January2021](#)

COVID 19 –WORKPLACE GUIDE Preparing for the second wave V1 22.09.2020

COVID-19 (coronavirus) absence: A quick guide for parents / carers

SET - Risk Assessment and Arrangements Relating to the Continued Safe use of School Buildings and Transport

[NHS Risk Assessment Test and Trace](#)

Assessment conducted by:	M.Buxton	Job title:	Teacher – Health and Safety Lead	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	5/1/21	Review interval:	4 weeks	Date of next review:	1/2/21
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Related documents	
Trust/Local Authority documents:	Government guidance: <u>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</u> <u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u> <u>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</u> <u>Actions for schools during the coronavirus outbreak</u> <u>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</u> <u>Coronavirus (COVID-19): guidance for educational settings</u> <u>COVID-19: cleaning in non-healthcare settings</u> <u>School Testing Advice from Government and related information</u>

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 full re-opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	M	<ul style="list-style-type: none"> All pupils who can attend the premises must stay within their Pastoral bubble during the day and comply with social distancing rules. Agreed new timetables and arrangements confirmed for each Key Stage and class group. Arrangements and ongoing support for pupils not able to attend at school with remote learning at home and /or visits from staff to support returning to school 	Yes	<ul style="list-style-type: none"> From January, there will be separate individual pastoral 'bubbles' across the Key stages. Each bubble will have their own class in school and the Guildhall. All breaks are scheduled will remain separate. Parents/Carers must immediately inform school if they are keeping students at home. Students will be required to remain at home for at least 10 days or until they are symptom free. 	L

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				<ul style="list-style-type: none"> Parents/Carers will be encouraged to take their child for testing. Parents/Carers must keep their child at home and inform school if anyone in their household is suffering from the symptoms listed above. Students must stay at home for 10 days if someone in their household has symptoms. <p><u>See COVID-19 (coronavirus) absence: A quick guide for parents / carers</u></p>	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> Classroom size and numbers reviewed for each class Class and timetables/staffing amended allowing students to stay in their area and mainly in their own classes. Classrooms set up, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In school, assuming that setting is maintained, the class group stays together and only mix with other pupils within the class bubble. 	Yes	<ul style="list-style-type: none"> Each class will have its own dedicated space and other areas will be timetabled for use e.g. Sensory room, balcony. And cleaned down between groups. PE will take place outside only. 	L
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> Large gatherings prohibited. E.g. meetings, assembly, staff breaks Design layout and arrangements in place to enable social distancing. 	Yes	<ul style="list-style-type: none"> No communal staff areas in use 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.3 Availability of staff and class sizes					
The number of staff who are available may be lower than that required to teach classes in school or support home learning	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who may need to self-isolate but who are well enough to work from home. 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 if required A model of school learning and attendance at school is utilised unless students are not attending school due to illness or self/family isolation. 	Yes	<ul style="list-style-type: none"> No Cover will be used across class bubbles. 	L
1.4 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	M	<ul style="list-style-type: none"> Start and departure times are staggered between Key stages The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. 	Yes	<ul style="list-style-type: none"> KS3 - 8.45am – 2.30pm M – T and 8.45 – 2pm Friday KS4 - 9.15am– 3.00pm M – T and 9.15 – 2.30 Friday <p><u>Entry, exit and breaks</u></p> <p>All entry and exit points for each class will remain the same as the new set up. Students will enter school through the main gate and use the rear doors to enter their classroom (where possible), the dining room doors for upstairs and downstairs KS3. KS4 will use the door at the bottom of the KS4 stairs to enter upstairs classrooms including 5VE and 5CH.</p> <ul style="list-style-type: none"> The main reception entrance will be used by all staff at the beginning and end of 	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)
				<p>the day. Staff will swipe in using their card on the new system.</p> <ul style="list-style-type: none"> Staff can use the KS3 upstairs entrance if they are working upstairs 	
1.5 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Staff and pupils staying in class and using the outside space Pupils are regularly briefed regarding remaining in the classroom or using the outside space and observing social distancing guidance. 	Yes	<ul style="list-style-type: none"> Across all key stages students will remain in their pastoral groups and be taught a wider range of subjects by their pastoral teacher – e.g. ICT and Science. This means that all students continue to get access to a broad and balanced curriculum. KS3 Students will access the dining room between 12.20pm - 12.50pm- to collect their dinner only. KS4 Students will access the dining room from 1.00pm - 1.30pm to collect their dinner. 	L
1.6 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	L	<ul style="list-style-type: none"> In school learning will follow a broad and balanced recovery curriculum - Home and remote learning may need to continue for some to complement in-school learning. Exam syllabus continued to be followed Regular teacher assessment to continue to track student progress. 	Yes	<ul style="list-style-type: none"> Across all key stages students will remain in their pastoral groups and be taught a wider range of subjects by their pastoral teacher – e.g. Music, Drama and Science. This means that all students continue to get access to a broad and balanced curriculum. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Themes have been identified to allow teaching and learning to be supported throughout. There will be an increase in teaching PSHE (Personal, Social and Health Education) as part of the recovery curriculum. Teachers across all key stages to share planning in order to keep workload balanced. 	
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<ul style="list-style-type: none"> Staff will work in their own pastoral group base. PPA taken when students not in school. No Staff access to communal staff areas such as staff rooms. 	Yes		L
1.8 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	<ul style="list-style-type: none"> Governors have full access to appropriate policies and risk assessments. 	L
1.9 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 circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> Addendums added to all relevant Policies See SET - COVID 19 – RETURNING TO THE WORKPLACE GUIDE V3 4/11/20 See St Martins School - Opening plans for January 2021. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> • See – SET – Risk assessment and arrangements to the continued use of school buildings and transport. • See testing policy for schools shared with all stakeholders and fully compliant with government expectation. 	
1.10 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority 	Yes	<ul style="list-style-type: none"> • See: St Martins School Opening plans for January 2021 • Letters and information sent to relevant groups. • See COVID 19 –WORKPLACE GUIDE Preparing for the second wave V3 4/11/20 • See “Education settings letter 4/11/20 	L
1.11 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> • Induction and CPD programmes are in operation for all staff including <ul style="list-style-type: none"> • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management • Test and Tracing – School Staff testing arrangements 	Yes	<ul style="list-style-type: none"> • Briefing on new procedures so staff are fully informed r.e. new testing arrangements in school • CPD procedures in place. 	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)
1.12 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	L	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Yes	<ul style="list-style-type: none"> Food vouchers and free school meals support if school closures happen. 	L
1.13 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.	M	<ul style="list-style-type: none"> Risk assessments are updated and continually reviewed in line with government guidance, advice and SET procedures. Mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes	<ul style="list-style-type: none"> See: St Martins School - Re-opening plans for September 2020 See COVID 19 –WORKPLACE GUIDE Preparing for the second wave V3 4/11/20 See -SET - Risk Assessment and Arrangements Relating to the Continued Safe use of School Buildings and Transport. See NHS Testing Policy. 	L
1.14 School transport					
Changes to taxi schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	M	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known Effective liaison with taxi companies is used as a basis for planning staggered start and departure times within the different Key Stages. 	Yes	<ul style="list-style-type: none"> The times are: <ul style="list-style-type: none"> KS3 - 8.45am – 2.30pm M – T and 8.45 – 2pm Friday KS4 - 9.15am– 3.00pm M – T and 9.15 – 2.30 Friday 	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)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> Cleaning staff have been working onsite throughout lockdown and have deep cleaned the rooms not in use and have carried out general cleaning more often focusing on handles, switches, banisters and other hot spots including outdoor equipment which minimises the spread of infection. 	Yes	<ul style="list-style-type: none"> 	L
2.2 Hygiene and hand washing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> Additional hand washing stations in place to ensure capacity for hand washing safely. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	<ul style="list-style-type: none"> 	L
Pupils forget to wash their hands regularly and frequently	M	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which hand washing is taking place on a regular and frequent basis. 	Yes	<ul style="list-style-type: none"> Students will need to keep up the current hand washing regime – when they arrive in school, after breaks, after using the toilet, before lunch. All classrooms will have their box containing PPE, hand sanitiser, wipes, tissues. This can be topped up as required from the office. 	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)
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	L	<ul style="list-style-type: none"> • Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. • Expectations and guidance are communicated to parents. 	Yes	<ul style="list-style-type: none"> • Students will come dressed in their school uniform as usual apart from on days when they have PE or Outdoor Ed/Forest Schools– when this is the case, students will come to school in the PE kit or Outdoor Ed kit Students will not be changing in school (changing rooms will be out of use). 	L
The use of fabric chairs may increase the risk of the virus spreading	L	<ul style="list-style-type: none"> • All fabric chairs removed. • Where that is not possible then ensure chairs are limited to single person use. 	Yes	<ul style="list-style-type: none"> • All fabric chairs removed off site 	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> • Published guidance on getting tested has been issued. • The guidance has been explained to staff as part of the induction process. • Post-testing support is available for staff through the school's well-being team. 	Yes	<ul style="list-style-type: none"> • Parents/Carers will be encouraged to take their child for testing. • Parents/Carers must keep their child at home and inform school if anyone in their household is suffering from the symptoms outlined • <u>See COVID-19 (coronavirus) absence: A quick guide for parents / carers</u> 	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)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Yes	<ul style="list-style-type: none"> Parents/Carers will be made aware that they must not send their child into school if they show any symptoms associated with COVID-19. If staff develop any symptoms of COVID-19 at home, they must remain at home and report to school as soon as they can. Staff should get tested if they are well enough to do so. Priority testing will be given to front line school staff. Staff will be required to remain at home for at least 10 days or until they are symptom free. If staff develop any symptoms of COVID-19 at school, they must inform the Leadership Team and go home immediately. If a member of staff's household are showing symptoms they must stay at home for 10 days. 	L
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	M	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> Regular communication with parents with school community every other week to reiterate current guidance. See COVID 19 –WORKPLACE GUIDE Preparing for the second wave V3 4/11/20 	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. 	Yes	<ul style="list-style-type: none"> Staff issued with opening plan January 2021 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 			
Testing in a safe controlled environment using agreed and well understood procedures and regimes.	M	<ul style="list-style-type: none"> Lateral Flow testing in place for all staff and students who volunteer for testing. Full consent given by all LFT for staff on a weekly basis and students from day 1 then 3 days later basis 	Yes	<ul style="list-style-type: none"> See detailed Lateral Flow Testing 	L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> First Aider always on school site Collaborative arrangements for sharing staff with other schools in the locality have been agreed. Always be a DSL or deputy DSL on site 	Yes	<ul style="list-style-type: none"> With all staff on site and within each Key Stage bubble there is enough staff First Aid trained 	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> Any students developing symptoms in school will be immediately isolated in the Medical Room and the Leadership Team informed. Parents/Carers will be informed and the child collected. Staff dealing with the child must immediately don PPE before continuing distanced interactions. Staff dealing with the child need to call the Leaders on duty ASAP to take over the situation. If the Medical Room is in use, those occupying the room will be asked to leave. No-touch thermometers are available. 	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)
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	L	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations using a range of communication tools. A COVID-19 section on the school website is created and updated. 	Yes	<ul style="list-style-type: none"> Appropriate DFE added to website 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	L	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on an email, text and the school's website. 	Yes	<ul style="list-style-type: none"> Parents have access to COVID 19 –WORKPLACE GUIDE Preparing for the second wave V3 4/11/20 	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. 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 into the yellow bin. Staff are reminded that wearing of gloves is not a substitute for good hand washing. 	Yes	<ul style="list-style-type: none"> All classrooms will have their box containing PPE, hand sanitiser, wipes, tissues. This can be topped up as required from the office. 	L

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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	M	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards. Social stories to be used as appropriate. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing for all children have been agreed and staff are clear on expectations. 	Yes	<ul style="list-style-type: none"> • See addendum on Behaviour Policy • Parents informed of expectations via regular letters/updates 	L
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	L	<ul style="list-style-type: none"> • Class based arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. • All students have their own desks and equipment. 	Yes	<ul style="list-style-type: none"> • Classes to remain in pastoral class/group. 	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)
3.3 Break times					
Pupils may not observe social distancing at break times	M	<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. 	Yes	<ul style="list-style-type: none"> • All breaks are scheduled and bubbles will remain separate. • Pupils to stay in own area at break times on a weekly rota. 	L
3.4 Lunch times					
Pupils may not observe social distancing at lunch times	M	<ul style="list-style-type: none"> • Pupils wash their hands before and after eating. • Lunches to be collected or own packed lunch return to own classrooms students to eat lunch in own classes. • Eating areas in classrooms are to be cleaned after lunch. 	Yes	<ul style="list-style-type: none"> • KS3 Students will access the dining room between 12.20pm - 12.50pm- to collect their dinner only. • KS4 Students will access the dining room from 1.00pm - 1.30pm to collect their dinner. 	L
3.5 Toilets					
Toilets and hand washing risk non-compliance with social distancing measures	L	<ul style="list-style-type: none"> • Pupils will use hand washing facilities one at a time as directed by staff • Pupils know that they can only use the toilet one at a time. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands. • Classes designated toilets to use for hand washing/toileting. 	Yes	<ul style="list-style-type: none"> • All staff and students to wash hands after transitioning outside to inside and leaving returning to school. 	L

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3.6 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	M	<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • Medication collected by individual staff and taken to classrooms to be taken by students with records of administration in place. 	Yes	•	L
3.7 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> • Only 1 person at a time will be allowed in the reception area. • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors. • Visitors must wash hands on arrival and wear a face mask 	Yes	<ul style="list-style-type: none"> • Visitors to school will be kept to an absolute minimum. • All meetings where possible will still take place virtually. • Any visitors that do need to come into school, will come through Reception and sign in through the usual way. They will wash their hands and be fully briefed about the protocol. • Visitors in school will only to be seen by 1 member of staff and 1 pupil. 	L

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3.8 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage, including external drop-off and pick-up points. Clear messages to parents stress the need for social distancing at arrival and departure times and to wear a face mask. All staff to wear face mask/visors at arrival and leaving times of students. 	Yes	<ul style="list-style-type: none"> Arrival times and departure times for each bubble issued for staff and students. All entry and exit points for each class will remain the same as now. Students will enter school through the main gate and use the rear doors to enter their classroom (where possible), the dining room doors for upstairs KS3 and 3DS. KS4 will use the door at the bottom of the KS4 stairs to enter upstairs classrooms, 5VE and 5CH. The main reception entrance will be used by all staff at the beginning and end of the day. Staff will swipe in using their card. 	L
3.9 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing.	M	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Advice to parents stating government advice says to wear a mask while travelling on public transport including taxis and buses Check LA Policy on school transport arrangements 	Yes	<ul style="list-style-type: none"> Pupils may not have to wear face masks if they have an EHCP plan. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.10 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> No communal staff areas are able to be used by staff 	Yes		L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who may need to shield further are not identified and so measures have not been put in place to protect them	M	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies 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. 	Yes	<ul style="list-style-type: none"> New letters issued to individuals regarding Shielding from Covid 19 during current lockdown January 2021. 	L
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who may need to continue shielding are not identified and so measures have not been put in place to protect them	M	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. 	Yes	<ul style="list-style-type: none"> New letters issued to individuals regarding Shielding from Covid 19 during current lockdown January 2021. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> 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. Those staff wishing to attend work with underlying health conditions do so at their own risk. Current government guidance will be applied. 			
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	L	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	Yes	<ul style="list-style-type: none"> Recovery Curriculum in place Wellbeing team utilised and info sent to pastoral teams. 	L
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	L	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Yes	<ul style="list-style-type: none"> EB wellbeing support for all staff and students in place 	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)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	L	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes		L
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.	L	<ul style="list-style-type: none"> Current government guidance is being followed. Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. The facility for full-time attendance is available where required Arrangements are in place to ensure that this cohort is tracked and supported effectively. Students working from home will need appropriate work via teams/work pack. Devices need dropping off in a Covid secure manner by family support who will lead and support with this. 	Yes	<ul style="list-style-type: none"> Mixture of blended approach to learning including face to face or remote learning via teams or work packs sent in post Staff have access to SET home learning protocols. 	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)
Staff workload is high Protocols for blended learning are unclear.	L	<ul style="list-style-type: none"> Staff workload managed Staff have clear protocols on blended learning. 	Yes	<ul style="list-style-type: none"> After school expectations to be reduced and staff meeting time given to pastoral and KS teams for joint planning. Scheduled observations and learning walks along with work scrutiny postponed until lockdown eases. 	L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	M	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, but should follow normal protocol when the school reopens fully. However there should still be: <ul style="list-style-type: none"> Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. 	Yes	<ul style="list-style-type: none"> 	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	L	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have remained operational and maintained by ENGIE from 23/3/20 and are continually reviewed. 	Yes	<ul style="list-style-type: none"> ENGIE protocol followed for maintaining premises 	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)
Statutory compliance has not been completed due to the availability of contractors during the lockdown and beyond	L	<ul style="list-style-type: none"> All statutory compliance is up to date. Water systems have been maintained throughout lockdown. 	Yes	<ul style="list-style-type: none"> ENGIE protocol followed for all contractors on site. 	L
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	L	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. The school will avoid having contractors on site when students are in, during 'normal' schools times Contractors 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. Contractor wash their hands on arrival and at regular intervals. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed by both parties to review the work and create a plan. 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). 	Yes	<ul style="list-style-type: none"> ENGIE protocol followed for all contractors on site. 	L
8. Finance					
8.1 Costs of the school's response to COVID-19					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	L	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • The school's projected financial position has been shared with governors and the trust. 	Yes	<ul style="list-style-type: none"> • See Business and Finance Manager for relevant reports 	L
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during and after the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes	<ul style="list-style-type: none"> • 	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)
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Staff using fans. Air conditioning.	H	<ul style="list-style-type: none"> Fans in school will need to be locked away and not used at this time Air Conditioning upstairs in KS3 will also be turned off - because of air recirculation. 	Yes	<ul style="list-style-type: none"> This will need to continue until further Government advice Heating on in school but all rooms to be fully ventilated with windows open. 	L
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