



Consilium  
Academies

# OPERATIONAL RISK ASSESSMENT FOR SCHOOL

RESPONDING TO COVID-19

BUILE HILL ACADEMY



## COVID-19: Operational risk assessment for school

<b>Assessment conducted by:</b>	Joanne Derbyshire	<b>Job title:</b>	Business Support Officer	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
<b>Date of assessment:</b>	27.9.21	<b>Review interval:</b>	7 weeks unless guidance changes	<b>Date of next review:</b>	1.11.21 or sooner if guidance changes

Related documents	
<b>Trust documents:</b>	<p><b>Government guidance:</b></p> <p><a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">Coronavirus (COVID-19): implementing social distancing in education and childcare settings</a></p> <p><a href="#">Coronavirus (COVID-19): guidance for educational settings</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p>

### Risk matrix

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

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)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
<p><b>Appropriate measures are put in place by the school to ensure government guidelines are adhered to</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Agreed that appropriate measures are in place to allow pupils to abide by government guidelines whilst in the school building.</li> <li>• Agreed timetable and arrangements confirmed for each pupil.</li> <li>• Arrangements in place to support pupils when not at school with remote learning at home.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• The school will reopen for pupils after the summer break on the 7<sup>th</sup> September 2021 and 6<sup>th</sup> September for Staff.</li> <li>• Pupils will follow their normal timetable.</li> <li>• SENDCO to review individual risk assessments for SEND pupils who normally have 1:1 support</li> <li>• Online digital learning that follows the curriculum in school is in place for those pupils who have to isolate.</li> <li>• Clear and transparent communication with staff &amp; students should government policy change.</li> </ul>	<p>L</p>
<b>1.2 Organisation of teaching spaces</b>					

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)
Classroom layout will not allow guidelines to be followed	H	<ul style="list-style-type: none"> <li>Classrooms re-modelled.</li> <li>Clear signage displayed in classrooms.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All classrooms will be laid out with grouping of desks.</li> <li>Doors to be propped open to reduce the need to touch surfaces.</li> <li>Rooms to be well ventilated, when occupied doors and windows should remain open.</li> <li>Pupils will sit 2 to a desk.</li> <li>Hygiene signage visible in each room being used</li> <li>Pupils &amp; staff must wear face coverings whilst in public spaces.</li> <li>Pupils will move between classrooms for each lesson.</li> <li>Pupils will keep to the left on corridors.</li> <li>When pupils arrive at their classroom they must wait in a single file line outside the room until the teacher advises them to enter the room.</li> <li>Staff will remain in their own classrooms and greet each class as it arrives.</li> </ul>	L
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> <li>Design layout and arrangements in place to enable any current government guidelines to be followed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Large gatherings such as assemblies will commence.</li> <li>Face coverings must be worn during assemblies.</li> </ul>	L
<b>1.3 Availability of staff and class sizes</b>					

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)
<b>The number of staff who are available is lower than that required to run required provision in school and operate effectively</b>	M	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Full use is made of those staff who need to self-isolate but who are well enough to teach lessons online, prepare work for students to complete at home.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to offer support and supervision is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff health status constantly monitored</li> <li>Staff who have to self isolate at anytime will participate in online learning.</li> <li>Non-teaching staff to support where required</li> <li>Testing available for staff as necessary</li> <li>Pupils and staff must ensure that any PPE they use is disposed of appropriately.</li> </ul>	L
<b>1.4 Prioritising provision</b>					

<p><b>The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen</b></p>	<p>M</p>	<ul style="list-style-type: none"> <li>Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.</li> <li>Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>All pupils including those classed as vulnerable will be expected to return to school on 7<sup>th</sup> September.</li> <li>It is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</li> <li>Assemblies can resume, with pupils wearing face coverings and there is no longer need to make alternative arrangements to avoid mixing at lunch.</li> <li>All pupils will follow their set timetable.</li> <li>Online learning, including live teaching, in place for those pupils who may need to isolate.</li> <li>Face coverings must be worn in communal areas for staff and students.</li> <li>Face coverings nolonger be recommended for staff in classrooms but must be worn in communal areas.</li> <li>Pupil attendance will be monitored for all pupils and home visits will be made to pupils who do not/refuse to attend.</li> <li>Attendance policy will come back into force, taking into account government guidelines.</li> </ul>	<p>L</p>
<p><b>1.5 The school day</b></p>					

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><b>The start and end of the school day</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Start and departure times for students are staggered. Pupils arriving at set times throughout the day.</li> <li>• The number of entrances and exits to be used is maximised.</li> <li>• Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>• A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>• Floor markings are visible where it is necessary to manage any queuing.</li> <li>• Attendance patterns have been optimised to ensure maximum safety.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Each year group will arrive at through the student entrance.</li> <li>• Each year group will also leave at slightly staggered times through pupil entrance.</li> <li>• Staff to be stationed at intervals along each route to prevent gathering of pupils</li> <li>• Queue markers deployed where required</li> </ul>	<p>L</p>
<p><b>1.6 Planning movement around the school</b></p>					

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)
<b>Movement around the school</b>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and revised.</li> <li>• One-way systems are in place where possible.</li> <li>• Corridors are divided where feasible.</li> <li>• Appropriate signage is in place to clarify circulation routes.</li> <li>• Pinch points and bottle necks are identified and managed accordingly.</li> <li>• Appropriate duty rota and levels of supervision are in place.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Circulation route around the building has been checked and will be reviewed on a regular basis</li> <li>• Pupils will move between classrooms for each lesson, keeping to the left where it is possible to do so and wearing face coverings.</li> <li>• Staff will greet each class and show pupils into the room.</li> <li>• Clear hygiene signage around the building is in place</li> <li>• Pupils briefed on arrival to school and regularly throughout their time on site</li> <li>• Adequate numbers of staff on site for supervision at all times</li> <li>• Behaviour Policy has been revised</li> </ul>	L
<b>1.7 Curriculum organisation</b>					



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)
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	M	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning</li> <li>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Pupils will return to their normal timetable to ensure all pupils receive a wide and varied curriculum.</li> <li>Teachers to assess current position on learning strengths / weaknesses and well-being</li> <li>Online learning schedule is regularly updated and will run along side the curriculum being taught in school.</li> <li>Online learning will supplement the curriculum in school and will be readily available if any children need to self isolate.</li> </ul>	L
<b>1.8 Staff workspaces</b>					
<b>Staff rooms and offices guidelines</b>	H	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place.</li> <li>Staff have been briefed on the use of these rooms.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff bases can be used as normal.</li> <li>The majority of staff have their own teaching space so will reduce pressure on staff rooms and communal work areas.</li> <li>The staff room and empty classrooms can also be used by staff if staff bases are full.</li> <li>Cleaning stations place in the rooms in use</li> <li>Staff / pupils briefed on the requirements in each room in use</li> </ul>	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)
<b>1.9 Managing the school lifecycle</b>					
<b>Limited progress with the school's 2021/2022 calendar and workplan because of COVID-19 measures</b>	M	<ul style="list-style-type: none"> <li>School calendar for 2021/2022 rationalised.</li> <li>Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.</li> <li>Teaching Staff recruitment for September 2021 completed.</li> <li>Non-teaching recruitment is still ongoing.</li> <li>Curriculum and timetable for September 2021 completed.</li> </ul>	Y	<ul style="list-style-type: none"> <li>School calendar for the new academic year has been completed</li> <li>Curriculum and timetable is in place.</li> <li>Online timetable is also in place to take into account pupils who may need to isolate..</li> </ul>	L
<b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b>	M	<ul style="list-style-type: none"> <li>A plan is in place for pastoral/careers staff to speak with pupils and their parents about the next stage in their education and resolve any issues.</li> <li>There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, and universities, apprenticeship providers) to assist with pupils' transition.</li> <li>Regular communications with the parents of pupils are in place, including letters, newsletters and online broadcasts.</li> <li></li> </ul>	Y	<ul style="list-style-type: none"> <li>Careers coordinator has been in regular contact with year 11 pupils with regards to college / apprenticeship placements</li> <li>Working closely with colleges to ensure Year 11 pupils can transition to college smoothly.</li> <li>Information regularly updated on school website and parents informed via text message</li> <li></li> </ul>	L
<b>1.10 Governance and policy</b>					
<b>LAB members are not fully informed or involved in making key decisions</b>	M	<ul style="list-style-type: none"> <li>Online meetings are held regularly with LAB Members.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>LAB meetings are currently held online. This will be reviewed in September and may be a mixture of face to face and online.</li> <li>Governors regularly briefed by CEO</li> <li>Governors have been fully kept informed of plan for pupils to access school</li> </ul>	L
<b>1.11 Policy review</b>					

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)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school.</li> <li>Procedures to be implemented in the event of a fire have been clarified and staff briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All relevant policies being updated/rewritten to take account of the current circumstances</li> <li>Fire evacuation policy will revert to original and staff will be briefed on Inset day about procedures.</li> </ul>	L
<b>1.12 Communication strategy</b>					
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"> <li>Communications strategies for the following groups are in place:               <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>All relevant parties are regularly briefed by CEO/Head/Line Manager/ School representative staff member</li> <li>Regular updates on social media</li> <li>Letters to parents</li> <li>Parents emailed and texted with regular updates</li> <li>School App now up and running for all parents to access.</li> </ul>	L
<b>1.13 Staff induction and CPD</b>					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> <li>Virtual staff briefings held for all staff prior to reopening, and include:               <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff will be regularly briefed on any changes to government guidance.</li> </ul>	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)
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	H	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• All staff have been issued with a staff handbook and school information pack prior to summer break.</li> <li>• All new staff have attended an induction day in July 21.</li> </ul>	L
<b>1.14 Free school meals</b>					
<b>Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school</b>	H	<ul style="list-style-type: none"> <li>• A member of the school’s administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• FSM will be provided for those pupils who need to self isolate.</li> <li>•</li> </ul>	L
<b>1.15 Risk assessments</b>					
<b>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of hygiene guidance.</b>	H	<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> <li>• Different areas of the school</li> <li>• When pupils enter and leave school</li> <li>• During movement around school</li> <li>• During break and lunch times</li> <li>• Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>• Risk assessment in place which covers areas in use, movement, entrance and exit</li> <li>•</li> </ul>	L
<b>1.16 School transport</b>					

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)
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	M	<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to opening.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Travel arrangements being gathered from parents/carers</li> <li>Pupils and Staff using public transport are advised to wear face coverings when travelling.</li> </ul>	L
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
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"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased if required.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Facilities management company in place for cleaning staff</li> <li>Deep cleans of unused parts of the building already undertaken during closure</li> <li>Cleaning stations provided in rooms in use</li> <li>Deep clean will take place over the summer.</li> <li>Each area will be deep cleaned after school each night.</li> <li>Cleaning staff within school all day to ensure public areas are regularly sanitized and cleaned.</li> </ul>	L
<b>2.2 Hygiene and handwashing</b>					

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)
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Sanitiser dispensers in place at entrance / exit to building</li> <li>Sanitiser dispensers in placed in each room that is in use.</li> <li>Cleaning staff will maintain supplies at regular intervals throughout the day</li> </ul>	L
<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff briefed on the requirement for pupils to be briefed on hand washing routines</li> <li>Pupils and staff will use sanitiser stations on entry and exit of a classroom.</li> <li>Clear signage through school and on electronic screens throughout the building</li> <li>Staff monitoring toilets/corridors to promote handwashing with pupils</li> </ul>	L
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Pupils are required to wear uniform.</li> <li>Staff required to wear appropriate smart dress whilst in school</li> <li>Pupils/Parents briefed on expectations</li> </ul>	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)
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff briefed on the need for single use of fabric chairs</li> </ul>	L
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Post-testing support is available for staff through the school's health provider.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Guidance issued by Trust/LA/DFE and communicated to staff in briefings/Line Management Communication</li> <li>Support in place in-house</li> </ul>	L

<p><b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>• 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 <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Attendance lead will ensure data tracking is in place and used to monitor attendance/non-attendance and appropriate measures for improvement implemented</li> <li>• Staff briefed on procedures for any person displaying symptoms</li> <li>• Parents informed of procedures if their child is displaying symptoms.</li> <li>• Identified close contacts of a positive case will be contacted by Track &amp; Trace and must follow the advice they provide.</li> <li>• Appropriate learning methods in place if pupils need to isolate. Information of any COVID-19 symptoms is recorded and reported on</li> <li>• NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</li> <li>• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> </ul> </li> </ul>	<p>L</p>
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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"> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons. Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</li> </ul>	
<b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Information bulletins/briefings in place for staff/parents/pupils on current guidance and procedures in place which is regularly reviewed and changes conveyed to all relevant parties</li> </ul>	L
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	H	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	Procedures as above	L
<b>2.5 First Aid/Designated Safeguarding Leads</b>					

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)
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	H	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>Arrangements in place for support to be provided by another DSL within the Trust should the School's DSL be unavailable.</li> </ul>	Y	<ul style="list-style-type: none"> <li>School has adequate first aid provision and also a staff qualified paediatric nurse</li> <li>More staff have now been trained in first aid and have obtained the relevant certification.</li> </ul> <p>Arrangements in place for DSL</p>	L
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	H	<ul style="list-style-type: none"> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Medical room has waiting area defined and restricted access to 1 person at a time</li> <li>Cleaning staff aware of the cleaning regime required</li> <li>Sufficient stock of PPE/first aid supplies</li> </ul>	L
<b>2.7 Communication with parents</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>A COVID-19 section on the school website is created and updated.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Parents updated regularly with latest information and guidance via social media, email, text, website and school app.</li> </ul> <p>Specific section on school website for all information relevant to Covid-19</p>	L
<b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Y	As above	L
<b>2.8 Personal Protective Equipment (PPE)</b>					

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)
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. SEND intimate care; 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.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>School has adequate stocks of PPE and staff informed of the guidance</li> <li>School qualified nurse to instruct staff on the correct use/disposal of PPE</li> <li>Hand washing regime relayed to all staff</li> </ul>	L
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	H	<ul style="list-style-type: none"> <li>Clear messaging to pupils on the importance and reasons for following current government guidance (if any) is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings.</li> <li>Messages to parents reinforce the importance of following current government guidance.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Clear signage throughout school</li> <li>Behaviour policy updated and parents/pupils informed</li> <li>Pupils who cannot adhere to measures in place will be dealt with as per the behaviour policy.</li> </ul>	L
<b>3.2 Classrooms and teaching spaces</b>					

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)
<b>The size and configuration of classrooms and teaching spaces does not support compliance with any current government guidance</b>	H	<ul style="list-style-type: none"> <li>Net capacity assessment completed, with each classroom and teaching space compliant in line with government guidance.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All classrooms set out with 2 pupils to each desk.</li> </ul>	L
<b>3.3 Movement in corridors</b>					
<b>Any current government guidance is breached when pupils circulate in corridors</b>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and amended.</li> <li>One-way systems are in operation where feasible.</li> <li>Corridors are divided where feasible.</li> <li>Circulation routes are clearly marked with appropriate signage.</li> <li>Any pinch points/bottle necks are identified and managed accordingly.</li> <li>Pupils are briefed regularly regarding current government guidelines. distancing guidance whilst circulating.</li> <li>Appropriate supervision levels are in place.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Clear signage/direction arrows in place</li> <li>Staff stationed on corridors / toilets / exit / entrance and stairways and continuous monitoring / relaying of procedures made</li> <li>Movement of pupils will return to normal, with pupils moving classrooms on the set bells.</li> <li>All pupils will keep to the left when on corridors.</li> <li>Movement on corridors will be closely monitored by staff.</li> <li>Parents and pupils informed of the arrangements.</li> </ul>	L
<b>3.4 Break times</b>					

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><b>Pupils may not observe social distancing at break times</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Break times to be staggered and distancing of bubbles to be maintained.</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Breaks will now return to normal with all pupils on break together.</li> <li>• Extra room has been created by utilising the activity studio.</li> <li>• Extra serving counters, till point and additional seating has been provided.</li> <li>• The pupils will be supervised by members of SLT and pastoral staff during this time.</li> <li>• Currently there is no need to social distance as per government guidance.</li> <li>• This will be reviewed if government guidelines change.</li> </ul>	<p>L</p>
<p><b>3.5 Lunch times</b></p>					

<p><b>Pupils and staff may not observe social distancing at lunch times</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• A plan is in place to communicate changes to the catering provider</li> <li>• Requirements for additional service times have been identified</li> <li>• Re-opening checklist has been completed and signed off prior to opening.</li> <li>• Food production workflow has been planned to ensure social distancing wherever possible.</li> <li>• An assessment of the kitchen has been made to allow for staff to have a separate workbench</li> <li>• High frequency touch points have been identified and cleaning rotas have been increased accordingly and cleaning stations have been placed around the catering facilities</li> <li>• Pre wrapped or disposable cutlery has been provided</li> <li>• Pupils are to self-clear tables</li> <li>• Seating that is not to used has either been removed or clearly marked</li> <li>• Other spaces have been identified for use of dining</li> <li>• An assessment has been made of the implications of removing chef stations, self-service counters or any other changes on the catering offer</li> <li>• An assessment has been made on the impact of supply restrictions</li> <li>• Consideration has been given to use pre prepared meals should be used to ease food production</li> <li>• Personal hygiene and handwashing procedures have been reinforced with all team members</li> <li>• Disposable gloves and aprons are available and worn for cleaning and clearing away</li> <li>•</li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• Spoken to catering area manager and canteen manager with details of the amended break and lunch arrangements.</li> <li>• Lunch time will be a 45 minute period with all year groups having lunch break at the same time.</li> <li>• Staff and pupils no longer need to social distance in line with current government guidance.</li> <li>• Activity Studio has been utilised as a Canteen area.</li> <li>• Pupils will also have access to outside space.</li> <li>• An additional serving counter and till point have been placed in the Activity studio providing a range of hot and cold food to pupils.</li> <li>• Catering company have their own risk assessment in place for kitchen area and preparation of food.</li> <li>• Markings on the floor in the canteen area are present and queuing barriers and markings in place.</li> <li>• All food served via canteen staff.</li> <li>• Pupils and staff clear their own area when they have eaten.</li> <li>• Extra seating for pupils has been purchased.</li> <li>• All self service counters are in operation.</li> </ul>	<p>L</p>
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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"> <li>Please see risk assessment provided by Mitie which outlines PPE/cleaning.</li> <li>Hand washing and sanitiser is available all around the building, pupils and staff reminded to regularly wash hands and signage is up around the building enforcing this.</li> </ul>	
<b>3.6 Toilets</b>					
<b>Queues for toilets and handwashing risk non-compliance with current government guidance</b>	H	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time.</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Queue zones established in toilet areas.</li> <li>Staff stationed at toilet areas controlling admittance</li> <li>Toilet cleaned every 30 minutes and stocks replenished with bins emptied</li> <li>Hand wash routines reiterated to pupils at regular intervals</li> </ul>	L
<b>3.7 Medical Rooms</b>					
<b>The configuration of medical rooms may compromise any current government guidelines</b>	H	<ul style="list-style-type: none"> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Medical room reconfigured</li> <li>Cleaners aware of procedures for suspected cases</li> <li>Adequate PPE in place</li> </ul>	L
<b>3.8 Reception area</b>					

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)
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching any current government guidelines	H	<ul style="list-style-type: none"> <li>Non-essential deliveries and visitors to school are minimised.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All deliveries go to the site office</li> <li>Visitors to school limited to appointment only.</li> </ul>	L
<b>3.9 Arrival and departure from school</b>					
Pupils and parents congregate at exits and entrances	H	<ul style="list-style-type: none"> <li>Start and finish times are staggered.</li> <li>The use of available entrances and exits is maximised.</li> <li>Weekly messages to parents stress the need for observing and current government guidance at arrival and departure times.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Pupils attend school as normal with slightly staggered start times.</li> <li>Parents will be informed if any changes are required in line with government guidelines.</li> </ul>	L
<b>3.10 Transport</b>					
The use of public and school transport by pupils poses risks	H	<ul style="list-style-type: none"> <li>Guidance is in place for pupils and parents on the use of face coverings if pupils are travelling on public transport.</li> <li>Discussions have been held with the relevant public transport authority and with bus companies</li> </ul>	Y	<ul style="list-style-type: none"> <li>Parents informed on guidance for the use of public transport</li> <li>Discussed in Assemblies</li> </ul>	L
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					



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)
<b>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</b>	H	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All pupils are expected to return to school on 7<sup>th</sup> September..</li> <li>Online learning / learning packs provided to those that develop symptoms and have to isolate.</li> <li></li> </ul>	L
<b>4.2 Staff with underlying health issues</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Current government guidance is being applied.</li> </ul>	Y	<ul style="list-style-type: none"> <li>All staff are expected to return to school on 6<sup>th</sup> September unless instructed otherwise by doctor.</li> <li>Support will be available for staff who feel anxious about returning.</li> <li>Staff who have to isolate due to symptoms or diagnosis will work from home and to seek guidance from their GP</li> <li>Staff must inform J Derbyshire of any underlying health conditions/ pregnancy so an appropriate risk assessment can be carried out.</li> </ul>	L
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					

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)
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>• There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>• Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings.</li> <li>• Resources/websites to support the mental health of pupils are provided.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• School has 3 staff members trained in counselling/mental health</li> <li>• There is a clear procedure in place for referral of any pupil/staff member in regards to mental health/well-being issues</li> <li>• Resources/website links on school website</li> </ul>	L
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff briefings/training on wellbeing are provided.</li> <li>• Staff have been signposted to useful websites and resources.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Trust well-being information bulletins issued to staff on a regular basis</li> <li>• Weekly contact from Line Manager</li> <li>• Information available through staff briefings/email/website</li> <li>• Counselling service available to all staff.</li> </ul>	L
<b>Working from home can adversely affect mental health</b>	H	<ul style="list-style-type: none"> <li>• Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff have weekly contact from Line Manager</li> <li>• Workload monitored and adjusted where necessary</li> <li>• Staff working from home are providing online learning to pupils</li> </ul>	L
<b>5.3 Bereavement support</b>					

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)
<b>Pupils and staff are grieving because of loss of friends or family</b>	H	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y	Trained staff available / referral to external agencies where necessary	L
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					
<b>Educational provision must still be maintained for priority children when the school reopens</b>	H	<ul style="list-style-type: none"> <li>Current government guidance is being followed.</li> <li>Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> <li>Arrangements are in place where supervision for children needs to be extended beyond the normal school day.</li> <li>Arrangements are in place for any pupils who have to self isolate.</li> </ul>	Y	<ul style="list-style-type: none"> <li>School will open on 6<sup>th</sup> September for all staff and 7<sup>th</sup> September for pupils. All are expected to attend on a daily basis.</li> <li>A plan is in place to ensure that any current government guidelines are adhered to.</li> <li>A plan for digital learning is in place for those pupils who need to self-isolate. The digital learning will follow the in school curriculum.</li> <li>Weekly contact made for all pupils across all year groups</li> </ul>	L
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					

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)
<b>Fire procedures are not appropriate to cover new arrangements</b>	H	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to:               <ul style="list-style-type: none"> <li>Possible absence of fire marshals</li> <li>Social distancing rules during evacuation and at muster points</li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Fire procedures updated</li> <li>Fire marshals assigned to each area</li> <li>Social distance markers in place for fire evacuation</li> <li>Staff briefed on new procedures, pupils informed.</li> <li>FM provider are the incident controller and are responsible for the building/liaison with fire brigade should an incident occur</li> </ul>	L
<b>Fire marshals absent due to self-isolation</b>	H	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Evacuation documents amended to ensure each fire marshal has a reserve.</li> </ul>	L
<b>7.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>	H	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y	FM staff have been working throughout the school closure period and have been carrying out statutory checks and maintenance works	L
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	H	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Y	<ul style="list-style-type: none"> <li>FM provider has ensured all compliance testing has been undertaken and is up to date</li> </ul>	L
<b>7.3 Contractors working on the school site</b>					

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)
<b>Contractors on-site whilst school is in operation may pose a risk to infection control</b>	H	<ul style="list-style-type: none"> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure they are adhering to current government guidelines at all times.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	Y	<ul style="list-style-type: none"> <li>FM provider manages all contractors on site at all times</li> <li>They enter/exit site via the FM office</li> <li>All contractors are signed in/out of the building and are inducted upon arrival to site, all Covid-19 procedures are relayed to them by the FM staff</li> </ul>	L
<b>8. Finance</b>					
<b>8.1 Costs of the school's response to COVID-19</b>					
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>	M	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position has been shared with the trust.</li> </ul>	Yes	Risk managed by central Trust team	L
<b>9. Additional site-specific issues and risks</b>					

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