

January 2021



Star

TEMPLATE OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING

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

A toolkit to support leaders
as they reopen schools



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Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

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

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

Assessment conducted by:	Mrs M Murphy	Job title:	Head teacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	17/08/20 reviewed Sept/Oct 2020 Further review 05/01/21	Review interval:		Date of next review:	
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Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <p>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>

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

Operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> New Government guidelines mean that social distancing rules for children are not required. 	Yes	<ul style="list-style-type: none"> Due to size of the school – Year group ‘bubbles’ will be implemented. Changed to Class bubbles to minimise disruption to large groups of pupils 08/10/20 In line with new Government guidance chn do not need to social distance – although this will continue to be encouraged where possible. 	M
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In primary schools, classes stay together with their teacher and do not mix with other pupils. In secondary schools, assuming that setting is maintained, the year group stays together and does not mix with other pupils. 	Yes	<ul style="list-style-type: none"> Due to size of the school – Year group ‘bubbles’ will be implemented. Changed to Class bubbles to minimise disruption to large groups of pupils 08/10/20 In line with new Government guidance chn do not need to social distance – although this will continue to be encouraged where possible. Children will return to full classes of 30. All desks to face forwards in classrooms in KS2. Due to lockdown (04.01.21) keyworker/vulnerable children only in school. Year group bubbles maintained. EYFS classes to use outdoor learning environment as much as possible (as during partial opening). EYFS children to sit at desks when necessary. Spare classroom furniture to be removed. Signage will be clearly displayed re social distancing. 	M

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				<ul style="list-style-type: none"> Classes will remain with a consistent adult as much as possible. 	
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	<ul style="list-style-type: none"> Groups of children will be separated in larger spaces in line with social distancing. Assemblies will be live streamed. 	L
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 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. 	Yes	<ul style="list-style-type: none"> All staff due to return to work in September. Any staff member who is experiencing symptoms will be able to take a test. Gov. Guidance on how to access a test given to all staff. Teaching assistants to support in school where possible Staffing may become an issue with staff required to shield, isolating, LTA and pregnant teaching staff – however staff currently working on a rota. 	M H
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Start and departure times are staggered. 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. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. 	Yes	<ul style="list-style-type: none"> Start and departure times will be staggered and monitored by staff. Use of different entrances will be maximised. Yr 2, Yr 4 and Yr 5 8.30 – 3.00 using KS1 Gardenia Avenue, KS2 Gardenia Avenue and KS2 Blundell Road, EYFS, Yr 1, Yr 3 and Yr 6 9.00 – 3.30 using KS1 Gardenia Avenue, Scout Hut entrance Blundell Road, KS2 Gardenia Avenue, KS2 Blundell Road Key worker children arrive in school between 8.35 and 8.45 through different entrances. 	M

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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)
				Staff and chn clear about entrances to avoid groups meeting. <ul style="list-style-type: none"> • Floor markings are clear where queuing is necessary. • Chn in Yr 5 and 6 encouraged to enter the school site unaccompanied at the start/end of day. • Attendance will be monitored and regularly reviewed for safety. • Processes re drop off and pick up reviewed at regular intervals (Jan 21) 	
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • 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. • Lesson change overs are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 	Yes	<ul style="list-style-type: none"> • One-way systems will be put in place as much as possible. Year groups to remain within their designated areas. • EYFS separate unit. • Clear signage in place • SLT to risk assess pinch points • Chn will only move around the building as necessary – remain in their designated area. • Chn will remain in Year group bubbles. • Changed to Class bubbles to minimise disruption to large groups of pupils 08/10/20 • Chn reminded about social distancing • Appropriate levels of supervision in place and constantly reviewed. • Playtimes will be staggered and supervised at all times. 	M

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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)
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	<ul style="list-style-type: none"> Gaps in learning are assessed and addressed in teachers' planning. Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified. Exam syllabi are covered. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Yes	<ul style="list-style-type: none"> Teachers have planned to address gaps in learning during lockdown. Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content. In particular, fill gaps in core knowledge. Levels of support/intervention will be a priority. Due to lockdown no interventions can currently take place. 	M
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. 	Yes	<ul style="list-style-type: none"> Staff room procedures/expectations will be clear. Staggered breaks for staff and chn Conference rooms will only be used with strict social distancing in place. School offices – limited number of staff in each office. Social distancing to be observed. Staff reminded of the need to maintain social distancing in light of new variant of COVID19 and the increase in transmissibility. 	M
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	M	<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"> Online meetings are now being held with governors. Regular updates have been provided. Governors have been included in all discussion regarding full re-opening. Governors to review and agree all risk assessments prior to September start. Governors have been consulted on 'Addendums' to key policies. 	L

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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"> Updated risk assessments will be made available on GovernorHub Jan 21 	
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<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. 	No	<ul style="list-style-type: none"> Relevant policies are being updated in line with Government guidance and implications. All staff, chn, parents and governors have been briefed. 	L
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<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 Regional Schools Commissioner Professional associations Other partners 	Yes	<ul style="list-style-type: none"> School to submit agreed risk assessments to LA and Union Representatives once approved by Governors. Sent 15/09/20. Parentmail is used to update staff and parents Regular newsletters Governorhub is used to update Governors. LA continue to be updated via CAP representative Updated risk assessments will be made available to staff and Governors Jan 21 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	No	<ul style="list-style-type: none"> New staff will be appointed a mentor. All staff to be updated on procedures during September inset days. All staff receive regular information through virtual year meetings and ParentMail. 	M

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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)
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	Yes/No	<ul style="list-style-type: none"> Any new starter who is completely new to the school will be inducted either online or before the end of the summer term in school in line with social distancing. School does not have a staff handbook. A careful induction programme takes place and all key policies are available. New staff are appointed a mentor who works closely with them during the induction period. All face to face meetings will be held in line with appropriate social distancing measures. 	M
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <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"> Whole school risk assessments have been undertaken and mitigation strategies are in place e.g. <ul style="list-style-type: none"> Different access points Areas cordoned off Use of practical equipment that may be shared. Controls/monitoring in place. <p>Risk assessments constantly reviewed (Sept 2020), (Oct 2020) and January 2021</p>	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	Yes	<ul style="list-style-type: none"> Enhanced cleaning plan – ratified by Governors. Training has taken place. Cleaners will work their usual hours. Areas clear of resources to enable cleaning of work surfaces etc. Cleaning products available in each 'bubble' classroom to be used throughout the day. 	M

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				<ul style="list-style-type: none"> Recruitment of cleaners due to retirement/resignation. Three new cleaners employed – all now commenced work following completion of paperwork, DBS etc. Agency cleaners may be required in the short term. All staff will be briefed on use of PPE etc by Site Agent/Assistant Site Agent. 	
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Yes	<ul style="list-style-type: none"> Additional dispensers and hand sanitizer have been installed. Monitoring forms will be prepared to ensure regular checks of supplies throughout the school day. 	M
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	<ul style="list-style-type: none"> Chn will be continually reminded to wash their hands regularly and frequently – built into the timetable. Posters will be in all areas to remind pupils. CT will monitor their ‘bubble’. Clear displays and signs visible. SLT to monitor handwashing etc. ensuring it is regularly and frequently. 	L
2.3 Clothing/fabric					
School Uniform	H	<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"> Requirements for uniform and staff dress will return to full school uniform for children and business dress for school staff. Expectations and guidance will be communicated to staff and parents. 	L

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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)
The use of fabric chairs may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Yes	<ul style="list-style-type: none"> Chairs in most areas are plastic. Fabric chairs will be limited to single person use. 	M
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Yes	<ul style="list-style-type: none"> DFE Guidance shared with all staff School purchases support for staff through SAS well-being. Parents will be advised to sign up to NHS test and trace. Parents encouraged to take advantage of rapid flow tests available in Luton. Staff to be offered lateral flow tests for home use twice a week (Jan 21). 	M
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. 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"> School will commence register checks via Sims to monitor pupil attendance. Procedures are in place in line with Government guidance for pupils or staff displaying symptoms in school. Testing information has been shared with staff and parents. Parents are aware of what steps to take regarding family members who display symptoms. School to advise LA of any staff or pupils displaying symptoms – through COVID helpline. 	M
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	H	<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. 	Yes	<ul style="list-style-type: none"> Parents are regularly updated on what to do if someone displays symptoms. Also displayed on school website. All staff have been briefed on processes and procedures. Any changes or updates to this guidance are communicated ASAP to all stakeholders. 	M

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		<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 		<ul style="list-style-type: none"> Constant reminders through ParentMail & Monthly Newsletters 	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<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. 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"> Parents are regularly updated regarding Government guidance. Information is also displayed on school website. All staff have been briefed on processes and procedures. Any changes or updates to this guidance are communicated ASAP to all stakeholders. Parents receive letters regarding confirmed cases of COVID19 within the school in line with LA and Public Health advice. If confirmed case in school key worker bubbles will be closed following PH advice. 	M
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. 	Yes	<ul style="list-style-type: none"> A number of staff are first aid trained and this is regularly reviewed and updated. School has a team of DSLs all trained to the same level. At least one DSL is onsite/available at all times. 	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<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"> Medical room has been prepared in line with guidance. Children can be easily socially distanced and partitions are available if necessary. Medical staff have full PPE equipment. Enhanced and regular cleaning will take place in the medical room throughout the day and at the end of the day. 	M

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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)
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	H	<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 on a weekly basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks created. 	Yes	<ul style="list-style-type: none"> Regular ParentMails and Newsletter sare sent home to parents with current updates. These will also be available on the school website under COVID 19 section. School does not have parent or pupil handbooks. 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes	<ul style="list-style-type: none"> Regular ParentMails and a weekly newsletter is sent to parents and available on the website. Parents are continually updated regarding processes and procedures. 	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	<ul style="list-style-type: none"> Government guidance is clear and has been communicated to staff. Staff members who have to provide intimate care, medical assistance, receive/handle deliveries and cleaning staff will use PPE as necessary. All staff will be trained on the correct use of PPE and how to safely dispose of it. If a member of staff feels that they need to wear a face covering this would be discussed as part of an individual risk assessment. Staff are clear that handwashing is the most appropriate control measure. 	M
3. Maximising social distancing measures					

Operational risk assessment for school reopening

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)
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<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, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • 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 of younger primary school children have been agreed and staff are clear on expectations. 	Yes	<ul style="list-style-type: none"> • Children will be clear of expectations in terms of maintaining social distance from one another and staff (age appropriate). • Posters, floor markings etc will be clearly visible. • Younger children will be reminded through stories and games – staff are clear on expectations to maintain social distance as much as possible with young children. • All staff will model social distancing • Movement of 'bubble' groups will be limited. • No large gatherings and staff are clear regarding the appropriate and safe use of social spaces such as toilets, staff room etc. • Drop off, pick up, break and lunchtimes are staggered for individual 'Year group bubbles'. • An addendum to the school behaviour policy has been presented and agreed by governors. This will be provided to parents and available on the school website. • Senior staff to regularly review and monitor social distancing measures regularly throughout the day. 	M
3.2 Classrooms and teaching spaces					

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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)
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> • Home base arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Yes	<ul style="list-style-type: none"> • Classrooms have been set up in line with Government guidance. • Where possible all desks forward facing. • Key worker/vulnerable children are kept. In year group bubbles. • Two staff members to every class with additional focus on regular cleaning of surfaces etc. • Arrangements will be regularly reviewed. 	M
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	Yes	<ul style="list-style-type: none"> • The school site has been reviewed to make routes one-way systems where possible. • Corridors are too small to be divided. • Routes are marked and signs clearly displayed. • Pinch points and bottle necks will be constantly reviewed. • Children's movement around school will be limited. • Break and lunchtimes are staggered. • Chn continually reminded about social distancing – staying within the 'Year group bubble'/ amended to class bubbles • Appropriate supervision is in place at all times. 	M
3.4 Break times					
Pupils may not observe social distancing at break times	H	<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. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	Yes	<ul style="list-style-type: none"> • Break times staggered. • External areas will be allocated for different groups. • Staff will closely monitor 	L
3.5 Lunch times					

Operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands before and after eating. Dining area layouts have been configured to ensure social distancing. Tables and chairs have been cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are cleaned after lunch. 	Yes	<ul style="list-style-type: none"> Staggered breaktime and lunchtime. Regular handwashing planned throughout the day. Floor markings are clear to manage any need for queuing and social distancing. School kitchen will return to operation for UFSM (KS1) and any children who require a lunch in KS2 (FSM + paid lunches). Chn can also bring in their own lunch box Lunch will be in classrooms initially – this will be reviewed EYFS to eat in the KS1 hall when they stay for lunch following part-time induction. KS1 Keyworker bubbles to eat in the dining hall on rotation to avoid mixing. KS2 bubbles will eat in their classrooms – packed lunches All eating areas will be cleaned after lunch. 	M
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. 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 and young children are supervised in doing so. 	Yes	<ul style="list-style-type: none"> Queuing zones for toilets and handwashing are established and monitored. Floor markings to support social distancing One child in the toilet at one time. This will be monitored by staff. Staff toilets also only used one at a time. Staff to disinfect toilet after use. Chn's toilets to be cleaned frequently throughout the day. Supplies of soap, paper towels and hand sanitizer to be monitored and stocks readily accessible. Bins emptied regularly Demonstrations re handwashing to continue especially for younger children. 	M
3.7 Medical Rooms					

Operational risk assessment for school reopening

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 configuration of medical rooms may compromise social distancing measures	H	<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"> Medical room has been prepared in line with guidance. Children can be easily socially distanced and partitions are available if necessary. Medical staff have full PPE equipment. Enhanced and regular cleaning will take place in the medical room throughout the day and at the end of the day. 	M
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	Yes	<ul style="list-style-type: none"> Clear notices are displayed to advise one person only in reception at any one time. Social distancing guidance is displayed. Perspex screen to protect reception staff. Non-essential deliveries to be minimised. Staff taking deliveries will wear appropriate PPE. External marking in place to segregate visitors. 	M
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<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 and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	<ul style="list-style-type: none"> Start and finish times for different year groups are staggered. Yr 2, Yr 4 and Yr 5 8.30 – 3.00 using KS1 Gardenia Avenue, KS2 Gardenia Avenue and KS2 Blundell Road, EYFS, Yr 1, Yr 3 and Yr 6 9.00 – 3.30 using KS1 Gardenia Avenue, Scout Hut entrance Blundell Road, KS2 Gardenia Avenue, KS2 Blundell Road A range of entrances and exits used. From January 2021 Key worker children to enter via KS1 and KS2 entrances Gardenia Avenue. Clear markings in place – monitored and supported by staff. 	M

Operational risk assessment for school reopening

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"> • Chn in Yr 5 and 6 encouraged to enter the school site unaccompanied at the start/end of day. • Regular updates and newsletters to parents to stress social distancing at all times. • Constant review of processes – pinch points identified and one way system put in place as required. 	
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<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. • Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	Yes	<ul style="list-style-type: none"> • Any parents who travel with their children to school by bus are aware of the Government advice regarding the use of public transport and face masks. 	M
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> • Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 	Yes	<ul style="list-style-type: none"> • Staffroom and offices have been reconfigured to allow for social distancing. • All staff understand the expectation and model this behaviour. 	M
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<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. 	Yes	<ul style="list-style-type: none"> • School has an up to date medical list. • Parents have been provided with clear guidance regarding the dangers of COVID 19 to anyone with an underlying health condition. 	M

Operational risk assessment for school reopening

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"> 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. 		<ul style="list-style-type: none"> School and parents are clear about definitions and procedures to mitigate infection control. 	
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<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. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. 	Yes	<ul style="list-style-type: none"> Staff are aware of the need to inform school of underlying health conditions especially those members of staff who are shielding. Staff are clear about definitions – clinically vulnerable and clinically extremely vulnerable. Staff with underlying health conditions that could put them at risk are working from home in line with national guidance. Government guidance is being applied. Individual risk assessments in place for staff previously shielding, pregnant staff, BAME etc Risk assessments to be updated in January 2021. 	M
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	H	<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"> Staff are aware of the need to support children's mental health. Children who appear anxious or unsettled will be reminded that they can speak to a family worker if they need support. Resources to support mental health are provided. Educational psychologist is also available if school requires professional support. 	M

Operational risk assessment for school reopening

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)
5.2 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	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Yes	<ul style="list-style-type: none"> Staff are encouraged to speak about their mental health and support is offered via our SAS well-being package and through the Educational Psychologist. Supervision meetings will be offered to staff at regular intervals. Staff are signposted to useful websites and resources. Support in place for staff who are isolating/shielding. 	M
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Yes	<ul style="list-style-type: none"> If staff have to work from home due to self-isolation etc. regular contact will be maintained via agreed line management. 	M
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<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	<ul style="list-style-type: none"> A number of staff have experienced bereavement during this period. Staff are reminded that counselling and support is available through SAS well-being. Educational Psychologist is available to support individual staff Staff have accessed Bereavement webinar. 	M
7. Operational issues					

Operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	Yes	<ul style="list-style-type: none"> Numbers of children are recorded daily. These are used for fire purposes. Fire alarms are tested regularly in line with normal procedures. Staff are clear regarding fire/evacuation procedures – addendum to policy ratified by Governors Social distancing is maintained. 	M
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	<ul style="list-style-type: none"> Fire alarms are tested regularly in line with normal school procedures. Staff are aware of procedures. Fire drill scheduled for start of term 29/09/20. Fire drill and lockdown practice to be delayed until all children return to school following lockdown. 	L
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> A senior member of staff is on site every day. All staff have completed fire awareness training. A large number of staff are trained fire marshals 	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	<ul style="list-style-type: none"> Guidance has been adhered to. 	M
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	<ul style="list-style-type: none"> Compliance is up to date Water systems have been regularly maintained throughout lockdown including flushing of systems – legionella checks etc. This has continued during the summer break. Kitchen equipment is checked and maintained. 	M

Operational risk assessment for school reopening

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"> Reported repairs to kitchen equipment are carried out by external specialists. 	
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	H	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Temperature checks are carried out on arrival and before entering the school building. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes	<ul style="list-style-type: none"> Contractors are aware that any staff attending the site are in good health and symptom free. Social distancing is maintained by all staff. If contractors are needed on site whilst children are in the building they will be kept part. Contractor procedures remain in place and are applied – risk assessments in place. Contractors to produce their own risk assessment prior to work – works will only take place if absolutely necessary. Anyone entering the building uses hand sanitiser on entry. All staff are required to sign in via an electronic system this is then wiped down. 	M
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	<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. LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or trust. 	Yes	<ul style="list-style-type: none"> School has resubmitted a claim for relevant and necessary expenses to ensure school is compliant and access routes are available in line with Government Guidance. We currently await the outcome of that claim which was submitted within the deadline. School has been very prudent in spending and has only incurred necessary additional 	M

Operational risk assessment for school reopening

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)
				costs, however if the claim in not successful this will have an impact on school budget.	
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during 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"> The Governing body continues to be fully briefed and included in all decisions. Regular reports have been presented along with updates to policies which were required. Regular dialogue with the Chair of Governors has taken place Virtual Governors Meetings are being held to discuss/agree the implementation of plans and statutory obligations. Minutes of meetings are an accurate reflections of discussions and agreed actions. Virtual meetings will continue for the foreseeable future, whilst restrictions are in place. 	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					
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