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COVID-19: Operational risk assessment for school reopening 2

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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:	Louise Lidgard	Job title:	Head teacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	20.5.20	Review interval:	fortnightly	Date of next review:	3.6.20
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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</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <p>Coronavirus (COVID-19): guidance for educational settings</p> <p>COVID-19: cleaning 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

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"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home. Staff rotas to enable home learning to continue, keyworker wraparound and staff to have PPA time. 	Y	<ul style="list-style-type: none"> Collection of returners intentions/communication with parents Registers made for phased year groups. Staff training for each returning group. Protocol for any children who return that we don't have on the registers Keyworkers to continue to work the same- flexible hours and only when children need this care. 	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 tables so they cannot be used. Clear signage displayed in classrooms promoting social distancing. In primary schools, classes stay together/teachers may have to change around illness/home learning etc. 	Y	<ul style="list-style-type: none"> Classrooms remodelled and unnecessary equipment removed. Bookcases and furniture which needs to remain will be covered in plastic. Premise manger has visited school to see preparations. Corridors with taped standing points. Teacher area taped in classroom Video of new set out sent to parents to show children before starting back. Use of outdoor classroom or outside areas when available. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Large spaces need to be used as classrooms	H	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall and dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Y	<ul style="list-style-type: none"> Timetables in place for use of these areas Lunches (cold) to be in classrooms for phased returns/children can bring own packed lunches and these stored on their tables. (Key worker children to use the same routine for lunch – with access to the hall Outside areas divided and timetabled 	M
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	M	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistant to supervise classes is in place. Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until staffing levels improve. 	Y	<ul style="list-style-type: none"> Staff information and training held virtually before return Flexible deployment of staff to cover illness/bereavement and shielding. 	L
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within	M	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts. 	Y	<ul style="list-style-type: none"> Phone calls/emails to vulnerable children encouraging attendance Spreadsheet of communication with all children/parents updated daily and on CPOMs 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
schools when they reopen				<ul style="list-style-type: none"> • SENCO in communication with EHCP children and children on SEN register logged on CPOMs • Home learning to continue • Keyworker/ vulnerable groups continue to be flexible 	
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 	Ongoing	<ul style="list-style-type: none"> • Staggered times to be communicated to parents • Lines for inside and outside added for queuing • Different entrances and exits labelled • Children will enter through the main gate (y6 without parents). • A member of staff wearing a high visibility vest will collect the children and enforce the social distancing rules. • Information for parents re social distancing outside-sign 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 	ongoing	<ul style="list-style-type: none"> • Toilets KS2 between KW and Y6. Y6 to use disabled toilet near them during class time-queue system here too. Queuing system outside toilets • Behaviour policy updated • Children reminded of this daily • Pupil expectations and sent to parents before start. • Duty rotas for play and lunch-lunchtime supervisors to have one bubble each. 	M
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 • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Ongoing	<ul style="list-style-type: none"> • This will be very dependent on the children coming back and the staff available to the curriculum taught • Also dependent on what parents have managed at home- use of range of resources provided by school. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<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. 	Y	<ul style="list-style-type: none"> Two staff rooms in action- one for phased year groups and one for key worker groups Access to sink via a classroom not being used KS2 bubble staff to use ks2 disabled toilet- need anti bacterial wipes etc because shared with children Office staff to use outside of building where needed Staff reminders and posters No food or utensils left around by staff. 	L
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	L	<ul style="list-style-type: none"> School calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for phased returns completed. Curriculum planning for September 2020 	Y	<ul style="list-style-type: none"> Parents/Staff to be informed of the changes to the summer term calendar and cancellation of annual events they maybe expecting to continue Staff recruited and HR details completed through the Trust. Supply staff could be used if necessary. 'Recovery curriculum' to be used with children including 	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)
				use of Jigsaw for emotional wellbeing.	
Pupils moving on to the next phase in their education do not feel prepared for the transition	L	<ul style="list-style-type: none"> There is regular and effective liaison with the destination institutions (e.g. secondary schools,) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters and emails 	Y	<ul style="list-style-type: none"> Information about the children including data has been sent to secondary schools. Phone calls made to some secondary schools depending on whether been requested. Information shared with Nursery and those starting Reception. 	L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Governing bodies are involved in key decisions on reopening through Chair of Governors. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y	<ul style="list-style-type: none"> Email meeting held 13.5.20 Documents to be sent with information about reopening. Virtual meeting organised 27.5.20 Trustees overview of Trust schools. 	L
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit	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. 	Y	<ul style="list-style-type: none"> Behaviour policy updated Child protection already updated and shared with Governors. Fire evacuations- shared with staff and staff training. 	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)
for purpose in the current circumstances				<ul style="list-style-type: none"> All staff completed fire warden training on Educare. Staff/Children (who are working in different/unfamiliar areas) to be aware of fire exit points 	
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	H	Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Professional associations Other partners 	Y	<ul style="list-style-type: none"> Email to LA with plans for reopening Weekly meeting with Middlesbrough heads Weekly updates with chair of Govs Trust communication with Trustees 	M
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 expectations 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 behaviour management Safeguarding 		<ul style="list-style-type: none"> Training to these procedures and policies Cleaning routines in place with Middlesbrough LA 	M
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. 	Y	<ul style="list-style-type: none"> Staff expectations discussed with staff 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	M	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Y	<ul style="list-style-type: none"> Edenred vouchers used through DFE system Vouchers from Trust in holiday Office manager communicates and has a spreadsheet of this. 	L
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.	M	<p>Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:</p> <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 		<ul style="list-style-type: none"> Posters around school At entrances and exits Social distances taped on corridor and in KS1 cloakroom Consideration of all resources used and cleaning of these. 	L
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> 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 	Y	<ul style="list-style-type: none"> Deep cleaning been ongoing up to reopening Wednesday for phased groups will be cleaning day. Toys and equipment cleaned thoroughly. Cleaning risk assessment provided by Middlesbrough LA. Cleaning Equipment for all rooms provided. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Staff shown how to use cleaning equipment. 	
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. 	Y	<ul style="list-style-type: none"> Hand sanitiser stations set up with permanent equipment. Handwashing poster and children to have this explained and demonstrated frequently. Children have own equipment provided by school Any shared equipment will be washed and cleaned after use. 	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 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. 	Y	<ul style="list-style-type: none"> Posters at every sink Children reminded about hand washing frequently and this is planned into the day. Hygiene videos available to use with children if necessary 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<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. 	Y	<ul style="list-style-type: none"> • No uniforms and expectations that clean clothes are worn daily • Staff are not expected to wear formal work wear due to the tasks/cleaning undertaken • Shared with parents 	L
The use of fabric chairs may increase the risk of the virus spreading	M	<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. 	Y	<ul style="list-style-type: none"> • All fabric chairs removed or covered with plastic so can be cleaned down. • Soft furnishings such as cushions, beanbags, teddies etc have been removed from all classrooms 	L
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. 	Y	<ul style="list-style-type: none"> • Staff given guidance on where to book testing • Staff training and information to read. 	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. • 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. 	Y	<ul style="list-style-type: none"> • Procedure in place for staff or child taken ill in school. • Thermometer in school which does not need to touch the person • Information to be shared with parents • Children under the age of 5 are unable to be tested - so if they display any symptoms, they must self-isolate for 14 days for all of household. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 		<ul style="list-style-type: none"> Information provided for staff on understanding definitions. 	
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 as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	<ul style="list-style-type: none"> Staff and parents provided with information Children will be reminded to let staff know if they feel unwell. A room available, PPE for staff member dealing with this. 	M
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. 	Y	<ul style="list-style-type: none"> Information in procedure for child or staff member taken ill- staff have been provide with this. Child's parents contacted and removed from school. Other parents contacted to let them know. Procedure for collection of children/if ill and if parents are unable to collect children 	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. 	Y	<ul style="list-style-type: none"> All staff trained on Essentials for first aid level 2 from Educare Paediatric first aiders in school- trained on what to do PPE available for these members of staff. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> 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. 	Y	<ul style="list-style-type: none"> Procedure for someone who is ill- what available and shared with staff, where to go, parents contacted immediately. Room next to front door and PPE for staff member The front entrance not be accessed until the area has been deep cleaned No medical room in school normally. All illness to go through ks1 cloakroom into main entrance re covid guidelines and other sickness etc- all equipment will be in there Sickness buckets and sawdust to be all prepped and ready for easy collection with available cleaning products 	M
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<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. Parent and pupil information created 	Ongoing	<ul style="list-style-type: none"> Parents directed to information from Gov.uk Information provided before children start school in phased returns All communication into school to continue to go through emails and phone calls. 	L
Parents and carers may not fully understand their responsibilities should a	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a frequently 	Ongoing	<ul style="list-style-type: none"> Information provided for parents and directed to where to find this. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
child show symptoms of COVID-19					
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. 	Y	<ul style="list-style-type: none"> PPE used for paediatric first aid/training to be provided PPE used when someone has symptoms of COVID 19 for staff Guidance on how to take this off provided and where this is placed outside (double bagged and in bin store, labelled to be left for 72 hours. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3. Maximising social distancing measures					
3.1 Pupil behaviour					

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' 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. • 	Y ongoing	<ul style="list-style-type: none"> • Addition to behaviour policy and reminded frequently to children • Children to stay in bubble rooms other than timetabled events. • Toilet visits to be staffed • Parents reminded of social distancing in information sent • Children collected by staff at the front of school/leave school at staggered times. • More arrangements to be made for EYFS following Government guidance. • Videos of rooms sent to parents before starting back. 	M
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	M	<ul style="list-style-type: none"> • 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. 	Y	<ul style="list-style-type: none"> • Set up for key workers and Y6 and Y1 return- measured so children 2 metres away from each other. • Teaching area taped and segregated from children • Premises manager visited to see set up and offer advice. • Not all furniture removed some covered with plastic • Most equipment provided will be individual for the child eg pencils etc. 	L
3.3 Movement in corridors					

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)
Social distancing guidance is breached when pupils circulate in corridors	M	<ul style="list-style-type: none"> • Circulation plans have been reviewed and amended. • One-way systems are in operation 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. 	Y	<ul style="list-style-type: none"> • Children will only use the corridor when no other bubbles are in there. • Children to stay in classrooms and use doors to outside • EYFS to be taken to the toilet by a staff member. 	L
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. 	Y	<ul style="list-style-type: none"> • Timetables for play and lunch and areas segregated. • Children reminded before going out about social distancing • Coats on chairs • Behaviour rules enforced and staff with each bubble. • Outdoor play equipment to wiped down when appropriate. • When outside staff need a first aid pack as will dinner supervisors. As much as possible deal with outside 	M
3.5 Lunch times					
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. 	Y	<ul style="list-style-type: none"> • Children to remain to eat in classrooms at their table-packed lunch from home under own table/packed lunch from school brought to 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> 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. 		the children by staff. Served by staff wearing gloves. <ul style="list-style-type: none"> Lunchtime supervisor for each bubble of children Key worker children continue to use hall and socially distance 	
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. - In KS1 we have taped two at sinks (one at each end) 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. 	Y	<ul style="list-style-type: none"> Twice daily cleaning of toilets and using toilets across school Antibac gel in all rooms Reminders of handwashing Supervision of this and waiting to wash hands 	M
3.7 Medical Rooms					

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"> Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged as no medical room Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y	<ul style="list-style-type: none"> Procedure in place for anyone ill Simple first aid-plasters/wipes in each room Sick buckets available in school. 	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. 	Y	<ul style="list-style-type: none"> Staff outside for questions All other questions from parents to be emailed or phoned into school No use of reception office for parents only deliveries. 	M
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage 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. 	Y	<ul style="list-style-type: none"> Timetables and staggered starts and ends for all Reminders sent to parents about socially distancing and not stopping at the school gates. Parents informed no early pickups/late drop offs are permitted No parents are allowed on the premises including the main entrance 	L
3.10 Transport					

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 public and school transport by pupils poses risks in terms of social distancing		<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. 		<ul style="list-style-type: none"> Not applicable 	
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	L	<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. 	Y	<ul style="list-style-type: none"> Two staff rooms organised as before Staff posters about social distancing and training. 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4.1 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	M	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Y	<ul style="list-style-type: none"> Regular communication occurred with these parents since the start of the lockdown Communication with parents of those children with health issues before their return to school about the risks. Diabetic children to be able to do everything themselves or parents contacted. 	L
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	M	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. 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. 	Y	<ul style="list-style-type: none"> Information provided for staff Continued communication with staff who continue to shield. 	L
5. Enhancing mental health support for pupils and staff					

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)
5.1 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. 	Y	<ul style="list-style-type: none"> • Recovery curriculum to be used and staff to read information about these 5 areas. Young Minds website joined by school and used by staff and directed to parents. • Ongoing wellbeing information sent out by Parentmail weekly • Document compiled of all support sent • Jigsaw PSHCE to be used daily in school with phased year groups. • Social stories to be used 	M
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. 	Y	<ul style="list-style-type: none"> • Phase leaders been in regular contact with staff to discuss wellbeing • General staff WhatsApp group. 	M
Working from home can adversely affect mental health	M	<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. 	Y	<ul style="list-style-type: none"> • As above • Contact to those staff shielding or living on own. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	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. 	Y	<ul style="list-style-type: none"> • Staff access bereavement training/previous staff meeting in school • Support networks can be directed to staff and children • Some members of staff have completed a bereavement webinars whilst on lockdown. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens	M	<ul style="list-style-type: none"> • Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Y	<ul style="list-style-type: none"> • Continued key work support for child care- contact through keyworker email address • As increase in numbers of keyworker children to be grouped into phases • More structured activities to be implemented to ensure these key worker children are not falling behind due to inability to complete home learning 	L
7. Operational issues					
7.1 Review of fire procedures					

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)
Fire procedures are not appropriate to cover new arrangements	M	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, 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. 	Y	<ul style="list-style-type: none"> Addition to fire policy Fire alarms continued to be tested weekly Fire warden training given to staff Educare Staff and children are trained what to do in fire emergency 	L
Fire evacuation drills - unable to apply social distancing effectively	M	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y	<ul style="list-style-type: none"> In Staff expectations document Fire policy and in training 	L
Fire marshals absent due to self-isolation	M	<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. 	Y	<ul style="list-style-type: none"> All staff trained to deal with fire incident. 	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	M	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Y	<ul style="list-style-type: none"> Ongoing health and safety checks throughout this time Fire safety weekly tests continued Legionella tests continued as flushing little use outlets flushed weekly. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Statutory compliance has not been completed due to the availability of contractors during lockdown</p>	<p>M</p>	<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. 	<p>Y</p>	<ul style="list-style-type: none"> • PAT tests carried out Easter • Emergency lights have been replaced where necessary • Trust premises manager continued checks 	<p>L</p>
<p>7.3 Contractors working on the school site</p>					
<p>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>	<p>M</p>	<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. 	<p>Y</p>	<ul style="list-style-type: none"> • Any work to be carried out in conjunction with Trust. • All contractors reminded of social distancing • Any worked planned for when staff and children are not in school if possible. 	<p>L</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)
		<ul style="list-style-type: none"> • 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). 			
8. Finance					
8.1 Costs of the school's response to COVID-19					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	M	<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 the trust. 	Y	<ul style="list-style-type: none"> Additions to budget added by finance director Loss of income from wraparound 	M
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 agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Head'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. 	Y	<ul style="list-style-type: none"> Weekly phone calls with chair Regular email contact Zoom meeting to discuss the proposed return to school Trustees have overview of Trust schools. 	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					

Chandlers Ridge 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)
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