Ellenbrook Community Primary School

OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING

CHECKS AND BALANCES: RESPONDING TO COVID-19

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.

- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.

- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.

- ✓ We will continue to comply with all relevant Health and Safety Legislation.

- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.

- ✓ We have regard to advice and guidance issued by Public Health England.

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COVID-19: Operational risk assessment for school reopening

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

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020
Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Assessment conducted by:	Roger Blackburn	Job title:	Head Teacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	Monday 18th May 2020	Review interval:	Weekly	Date of next review:	1st June 2020

Related documents	
Trust/Local Authority documents:	**Government guidance:**
	Actions for educational and childcare settings to prepare for wider opening from 1 June 2020
	Coronavirus (COVID-19): implementing protective measures in education and childcare settings
	Coronavirus (COVID-19) Collection: guidance for schools and other educational settings
	Actions for schools during the coronavirus outbreak
	Coronavirus (COVID-19): implementing social distancing in education and childcare settings
	Coronavirus (COVID-19): guidance for educational settings
	COVID-19: cleaning in non-healthcare settings

Risk matrix

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

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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. 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	M	• 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 and regular welfare checks if necessary.	✓ ✓ ✓	• Regular checks with parents to see if more children will attend.	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	M	• 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.	✓ ✓ ✓ ✓ ✓ ✓ NA	• Chairs removed week beginning 18th May 2020 completed by 25th May 2020. • Signage in place by end of half term 29th May 2020. • All parents will be given details of teaching spaces.	L
Large spaces need to be used as classrooms	M	• 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 • Maximise use of external areas where practicable.	✓ ✓ ✓ ✓	• All plans are in the school's opening plan which will be shared with parents during the week of 25th May 2020.	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	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.	✓ ✓ ✓ ✓	• Full review of health status not completed for every staff member on 29th May 2020. • All staff self-isolating or in a vulnerable group are providing	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)
		• 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.	✓	Home Learning for pupils not in school. • Staff aware of testing procedures and the contact point for any concerns they have.	
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen	M	• 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.	✓ ✓ ✓ X	• Phasing in of other cohorts is not yet planned as space dictates that effective social distancing in school will not be possible with additional pupils.	L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	• 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, parents 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.	✓ ✓ ✓ X ✓ ✓ X	• Parents have yet to be briefed but this will happen closer to re-entry when the parents have seen the school's plan. • Floor markings will be put down during half term.	M
1.6 Planning movement around the school					

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Movement around the school risks breaching social distancing guidelines	H	• 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.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	• Plans have been written and included in both the staff handbook and the re-opening letter for parents. • Corridor divides are not possible in the building • Signage will be in place by the end of half term – 25th May 2020.	L
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	• 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.	X ✓ NA X	• Gaps are not currently identified but will be when the children are back in school. • Interventions are in place for pupils that have fallen behind but these children have not yet been identified.	L
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	• 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, and use is staggered	✓ ✓	• Staff been briefed via the Staff Handbook.	L
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and work plan because of COVID-19 measures	L	• School calendar for the summer term rationalised. • Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. • Staff recruitment for September 2020 completed. • Curriculum and timetable for September 2020 completed.	✓ ✓ ✓ ✓	• All recruitment completed and timetabling done for September.	L

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Pupils moving on to the next phase in their education do not feel prepared for the transition	H	• A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents are planned. • Staggered onsite induction days are planned for small groups	✓ ✓ ✓ ✓ X ✓	• Current system in place during closure will continue. • Transition discussions with feeder High Schools are currently underway with documentation being shared by Year 6 staff. • New pupil packs are currently being created and will be sent out during half term. • Virtual tour completed and on the school website • Online induction is currently being planned.	L
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	M	• Meetings are held online with governors where key decisions need to be made. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school.	✓ ✓ ✓	• All Summer term Governor meetings are planned to be completed online. • Governors have seen the risk assessment on the day it was sent to the Local Authority. • The Governing body held an EGM to discuss the risk assessment and Re-opening letter to parents. • Governor views and suggestion were part of both the re-opening letter and FAQ distributed to parents. • Governors have access to the school's communications platform WEDUC and are receiving regular updates.	M
1.11 Policy review					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	• 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.	✓ X	• All changed policies will be shared with parents, staff and Governors during the week beginning 25th May. • All school policies have remained the same with slight changes to key policies • The Safeguarding, first aid and fire safety policies have all been reviewed by the SLT and updated where necessary. Safeguarding policy is on the school website.	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	• Communications strategies for the following groups are in place:
		  • Staff
		  • Pupils
		  • Parents
		  • Governors/Trustees
		  • Local authority
		  • Regional Schools Commissioner
		  • Professional associations
		  • Other partners
			✓	• The school will continue to use its WEDUC app to keep all stakeholders informed of any changes.
				• Contact details have been collected for all external stake holders.
					L

1.13 Staff induction and CPD					

Staff are not trained in new procedures, leading to risks to health	H	• 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:
		  • Infection control including hand hygiene and enhanced cleaning regime
		  • Fire safety and evacuation procedures
		  • Constructive behaviour management
		  • Safeguarding
		  • Risk management
			X
			✓
				• A revised staff handbook is currently being written for all staff as part of the re-opening plan.
				• SLT meetings are held on Mondays and Friday each week.
				• SLT to have smaller 'staff meeting' with their phases.
					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)
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	• 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.	✓ NA	• Staff handbook is not yet issued but will be before school re-opens.	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	• 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.	✓	• SLT are currently accessing the Edenred website and this is being monitored by the school and admin staff through the WEDUC app.	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.	H	• Risk assessments are updated or undertaken before the school reopens and mitigation strategies / additional controls are put in place and communicated to staff covering: • 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 especially where shared equipment is required to be used • Risk assessments are systematically revisited once school reopens	X	• Individual risk assessments have not yet been completed for different areas of the school. This will be completed before the 1st June 2020. • The school plan contains the information that will be used to form the risk assessments. • Risks assessments will be reviewed weekly by the SLT	M
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	L	• The details of how pupils will travel to and from school are known prior to opening. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times. • Parents reminded of the need to ensure social distancing and changes to drop off and pick up routines,	✓ ✓ ✓	• All procedures are as normal.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	• A return-to-work plan for cleaning staff (including any environmental cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all touch points and welfare areas. • Working hours for cleaning staff are increased.	✓ ✓ ✓	• The discussion with Citywide has taken place and a revised cleaning schedule agreed. • Confirmation from Citywide that cleaning standards will match DfE guidance. • Request for additional cleaning hours has been made.	L
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	• 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. • Handwashing is built into the daily routine and is supervised by staff. • Teachers should ensure they wash their hands and surfaces, before and after handling pupils' books	✓ ✓ ✓ ✓	• New hand sanitizer dispensers have been purchased.	L
Pupils forget to wash their hands regularly and frequently	H	• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently to include start of school day, after breaks and after using any shared equipment • 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. • Pupils should be encouraged where possible not to touch their faces or to put objects in their mouths.	✓ ✓ ✓ ✓	• The new staff handbook will emphasis the need to remind children to wash their hands. • Children to receive regular reminders about hand hygiene. • Parents to receive reminders via the newsletter.	L
2.3 Clothing/fabric					

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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)
Not wearing clean clothes each day may increase the risk of the virus spreading	M	• Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks which may include a 'bare below the elbow' approach • Expectations and guidance are communicated to parents. • Uniform that cannot be machine washed should be avoided. • Consider leeway for any child who has grown out of any parts of their uniform since March but whose parents cannot currently replace it.	✓ ✓ ✓ ✓	• All details are in our school re-opening plan. • Plan to be shared with parents on 28th May 2020. • Children to wear clean uniform each day.	L
The use of fabric chairs may increase the risk of the virus spreading	M	• Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use.	✓	• All fabric chairs removed from classrooms	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	• Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • Health and Wellbeing support is available through the LA https://myzone.salford.gov.uk/people-zone/health-and-wellbeing	✓ ✓	• Guidance will be part of the revised staff handbook	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	• 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 (no one with symptoms should attend a setting for any reason). 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.	✓ ✓ ✓ ✓	• Reminder sent to all parents before school re-opens on the correct procedures parents and staff must take if they display symptoms. • Reminders to go out to parents about social distancing outside of the school and with other groups.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	M	• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	X ✓ ✓	• This is part of the staff handbook and parent letter.	L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	• 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. • All relevant staff are aware of all pupils in school with relevant health conditions	✓	• All staff are first aid trained with a paediatric first aid member of staff on the rota for every day.	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	• Social distancing provisions and PPE where needed for personal care 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.	✓ ✓ ✓	• All part of re-organisation of the school.	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	• 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.	✓ ✓ ✓	• All parents will receive regular updates via WEDUC. • WEDUC used rather than the school website. • Re-opening information will be used in place of a handbook.	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	✓	• All relevant information will be passed on to parents.	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE 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.	✓ X ✓	• PPE instructions will be part of the staff handbook. • Staff reminders will be daily on handwashing as well as signage.	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	M	• 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 staggered and 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. • Consistently impose sanctions when rules are broken, in line with the behaviour policy, as well as positively reinforcing well-executed rules through encouragement and rewards.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	• All procedures part of the school's re-opening plan.	L
3.2 Classrooms and teaching spaces					

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	• 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 etc. not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly.	✓ X ✓ ✓	• Net capacity document not updated but all teaching and shared\public spacings confirm to socially distancing regulations • All rooms are now configured for social distancing.	L
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	• 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.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	• All part of the school's re-opening plan. • Dividing of corridors not feasible so radios will be in use by staff to notify of movements around the school.	L
3.4 Break times					
Pupils may not observe social distancing at break times	H	• 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 including all drop off and collection points. • Supervision levels have been enhanced, especially with younger pupils, to support social distancing.	✓ ✓	• Parents informed on the initial message about re-opening on 21st May 2020. • Re-opening plan contains all of the relevant information around both social distancing, areas of school use as well as timings. • Timetable of supervision has been created.	L

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3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	• 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.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	• Staff briefed about social distancing via WhatsApp group. • All required information is in the staff handbook. • All school areas have been cleared and tables set to meet social distancing requirements. • Arrangements around entry and lunch times are in place.	L
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	M	• 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.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	• All routines are planned and in the staff handbook.	L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	• 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.	✓ ✓ ✓	• Agreed plan to use allocated medical room using social distancing measures.	L
3.8 Reception area					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	• 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. • Any essential visitors asked to comply with all required control measures. • Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). • Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable).	✓ ✓ ✓ ✓ ✓ ✓ ✓	• All routines are planned and in the staff handbook. • Routines shared with parents in the re-opening plan.	L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	• 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.	✓ ✓ ✓ ✓	• All routines are planned and in the staff handbook	L
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	M	• 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. • Settings should also consider ways to minimise use of public transport to get to and from school at peak time	X X X	• Government advice will be distributed to parents the week beginning 25th May 2020.	M
3.11 Staff areas					

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 staff rooms and offices makes compliance with social distancing measures problematic	M	• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.	✓	• All rooms are configured in line with social distancing rules.	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	• 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.	X X X X	• All of the current information available will be included in the re-opening plan sent to parents. • No registers exists as of yet but this information will be collected prior to the re-opening on the 1st June.	H
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	• 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.	✓ ✓ ✓ ✓ ✓	• All staff have been sent a document which defines the differences in underlying health conditions. • Collection of information from staff with underlying health conditions will begin week commencing 25th May 2020. • Prior to any new staff being appointed an individual risk assessment will be undertaken.	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)
		• Current government guidance is being applied.			
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	• 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.	✓ ✓ ✓ ✓	• Trained Mental Health champion on site or available by phone every day. • Mental health reviews are part of the planned curriculum.	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	M	• 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.	✓ ✓ ✓ ✓ ✓	• Regular check up with staff members are currently being made via WhatsApp group and Zoom meetings. • Future staff meetings are planned for later in the term.	L
Working from home can adversely affect mental health	M	• 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.	✓ ✓ ✓ ✓	• No staff currently self-isolating • Staff are talking to colleagues frequently on the shared WhatsApp and phase leaders are keeping in touch with their phases regularly.	L
5.3 Bereavement support					

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 and staff are grieving because of loss of friends or family	L	• The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary.		• Our SENDCo is a trained counsellor and a regular item in the newsletter highlights this service to parents. • Contacts in other organisations are available should they be needed by the school.	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	• 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.	✓ ✓ ✓ ✓ ✓ ✓ ✓	• All relevant guidance from the Government, DfE and Public Health England is being followed by the school. • The school's current extended provision is available for key worker children only.	L
7. Operational issues					
7.1 Review of fire procedures					

Fire procedures are not appropriate to cover new arrangements	H	• Fire procedures have been reviewed and revised where required, due to:
		  • 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.
			✓
			
			✓
			✓
				• Children will be taught the revised fire plan on entry into school on the 1st June 2020.
				• A fire drill will be held the first week back so all of the children are aware of the new fire evacuation routine.
					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)
		• New arrangements are tested and amended if necessary	✓		
Fire evacuation drills - unable to apply social distancing effectively	M	• Plans for fire evacuation drills are in place which are in line with social distancing measures.	✓	• Planned fire drills are in line with social distancing measures.	L
Fire marshals absent due to self-isolation	M	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	✓	• A fire marshal is scheduled to be in school every day.	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	M	• Government guidance is being implemented where appropriate. • All systems have been recommissioned.	✓ ✓	• Full check of all admins systems was completed the week beginning 18th May 2020	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	• 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.	✓ ✓	• All statutory compliance is up to date as of the week beginning 18th May 2020.	L
7.3 Contractors working on the school site					

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)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	• 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. • 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).	✓ ✓ ✓ ✓ ✓ ✓	• On site scheduled works have been planned carefully to ensure social distancing measures are being followed. • All contractors on the school site have given assurances government guidance will be followed.	L
8. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	• 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.	✓ ✓ ✓ ✓ ✓	• Budget for 2020/2021 includes a £5,000 contingency for Covid 19 spending. • The schools attached accountant is aware of Covid 19 contingency and it is approved. • School Business Manager is to review whether the school can access the DfE fund for schools. • Governor Finance meeting scheduled for week commencing 25th May 2020.	L
9. Governance					

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)
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.	H	• The governing body continues to meet when key decisions need to be made 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.	✓ ✓ ✓ ✓ ✓	• All Governing body meetings scheduled for this week are due to take place via Microsoft Teams. • Full update on the school's position has been given to all Governors via e-mail. • All meetings scheduled to go ahead via online platform for the rest of the school year.	M
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					
None		•		•	
		•		•	
Parents adhering to social distancing rules when dropping off and picking up	H	• Ensure marking are clearly visible on the field • Ensure parents re-opening letter has clear instructions on dropping off and collecting procedures. • Staff to marshal parents on entry and exit.		• Staff to be very vigilant and ensure parents are aware of the social distancing rules when dropping off and collecting • Posters and clear signage to show how to socially distance. • Instructions clear in re-opening letter sent to all parents.	L
Parents adhering to time slots for drop off.	M	• Ensure parents re-opening letter has clear instructions on dropping off and collecting procedures. • Staff available to ensure parents do not break social distancing guidelines.		• Staff to be very vigilant and ensure parents are aware of the social distancing rules	L
Ensuring children are socially distancing at lunch times	H	• All staff are briefed on the measures for socially distancing children at lunch time.		• Staff briefing document completed before 1st June.	L

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School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	27/05/2020
Date Provided to Unions	27/05/2020	Date of Review	03/06/2020