

# **Ellenbrook Community Primary School**

## **OPERATIONAL RISK ASSESSMENT FOR SCHOOL OPENING – January 2021**

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

A toolkit to support leaders

### 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.

## 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 2<sup>nd</sup> July 2020 as follows: [Actions for schools during the coronavirus outbreak](#)

<b>Assessment conducted by:</b>	Roger Blackburn	<b>Job title:</b>	Head Teacher	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
<b>Date of assessment:</b>	27 <sup>th</sup> August 2020	<b>Review interval:</b>	Weekly	<b>Date of next review:</b>	12 <sup>th</sup> February 2021

Related documents	
<b>School/Trust/Local Authority documents/ :</b>	<p><b>Government guidance:</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p><a href="#">Guidance for full opening: special schools and other specialist settings</a></p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</a></p>

Record of Review	
<b>Review Date</b> 28-10-2020	<p><b>Overview of review</b></p> <p>Review was completed taking onboard all of the changes to guidance from the DfE.</p> <p>It alksso follows changes in guidance provided by the LA.</p>

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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	M
	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	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of full re-opening, including social distancing</b>					
<b>1.1 Organisation of teaching space</b>					
Classroom sizes will not allow adequate social distancing for the staff	Medium	<ul style="list-style-type: none"> <li>Schools assess their circumstances and identify distinct groups or ‘bubbles’ of pupils that do not mix. (These maybe small groups, classes or year groups.) Whatever the size of group, pupils should be kept apart from other groups where possible, and older children encourage to social distance within groups.</li> <li>Classrooms re-modelled, with chairs and desks in place to allow for social distancing where appropriate.</li> <li>Adaptations to classrooms should include seating pupils side-by-side and facing forwards.</li> <li>Clear signage displayed in classrooms promote social distancing.</li> <li>Keep classrooms well ventilated</li> <li>If possible, adults should maintain a 2-metre distance from each other, and from children</li> <li>Adults should avoid close face-to-face contact and minimise time spent within 1 metre of anyone.</li> <li>Where staff or children cannot maintain distancing, particularly with younger children in primary schools, keep in smaller separated groups.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ Bubbles or Pods have been created using individual classes</li> <li>✓ Classrooms have been remodelled ready for January including seating changes</li> <li>✓ Signage remains in place from opening last year and will be reviewed.</li> <li>✓ Classrooms are well ventilated and non-fire doors are propped open.</li> <li>✓ Furniture arranged so staff have a clear zone of 2 metres at the front of the classroom.</li> <li>✓ Seating plans are in place for every class with children having fixed workspaces and established</li> </ul>	Low

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				setign for independent and group work. ✓ Children receiving interventions will follow the same social distancing guidelines as the rest of the school. ✓ Children in EYFS are split amongst three rooms as opposed to two to enable more social distancing from staff.	
<b>Use of large spaces such as the hall, sports hall, dining hall and outdoors</b>	Medium	<ul style="list-style-type: none"> <li>Groups or bubbles should be kept apart meaning schools should avoid large gatherings such as assemblies or collective worship.</li> <li>Large indoor and outdoor spaces can be used, but arrangements should be in place for maximising social distancing between pupils and staff and paying scrupulous attention to cleaning and hygiene.</li> <li>Maximise use of external areas for outdoor sports, again observing social distancing ensuring sports equipment is thoroughly cleaned between each use by different groups. Contact sports must be avoided.</li> </ul>	✓ ✓ ✓	✓ Assemblies will still go ahead via Microsoft Teams with every class in the school attending on a rota throughout the term. ✓ Indoor spaces will be used following the plans used last term. ✓ The new outdoor gym will be utilized as much as possible as will the whole school grounds.	Low
<b>Review</b> <ul style="list-style-type: none"> <li>All actions in the plan have been followed to the letter.</li> <li>No issues have arisen as a result of the measures we have put in place.</li> <li>As an adaption, we will be reformatting the classes to allow the children to work in small table groups. This is an education decision and all other measures will be in place as they have been in the first half term.</li> <li>The Car park has been divided to make room for a small playground.</li> </ul>					
<b>1.2 Availability of staff and class sizes</b>					
<b>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning if needed</b>	Medium	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Full use is made of those staff who are self-isolating or with extreme vulnerabilities but who are well enough to plan/prepare/teach lessons online.</li> </ul>	✓ ✓ ✓	✓ All staff are aware of their responsibility in terms of communicating with leaders. Individual risk assessments have been completed on all staff.	Low

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		<ul style="list-style-type: none"> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> <li>If any school has concerns about staffing capacity, then contact the LA or Trust Board</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff self-isolating have been providing home learning and will continue to support colleagues in school.</li> <li>✓ Support staff will continue to take groups at the direction of the teacher as they did last term.</li> <li>✓ Testing is available and all staff are aware of the process of getting a test should they show Covid symptoms.</li> <li>✓ Discussion with the LA has already taken place around staff capacity.</li> </ul>	
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<p><b>1.3 The school day</b></p>					
<p><b>The start and end of the school day create risks of breaching social distancing guidelines</b></p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different groups.</li> <li>Staff, parents and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Guidance is in place for removing face coverings when pupils and staff who use them arrive at school, and this should be communicated clearly to them.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ A timetable has been created for a phased entry each morning for different year groups.</li> <li>✓ All parents will receive an updated letter prior to return in September with details of the new systems in place.</li> <li>✓ A management plan for the flow of children will be included in the letter to parents</li> <li>✓ Informtaion on the use of face coverings and PPE will be included in the letter to parents.</li> </ul>	<p>Low</p>
<p><b>Review</b></p>					

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<ul style="list-style-type: none"> <li>The build up of parents around Year 3 meant we had to adjust start and finish times for one Year 3 class. This gave a more even flow to foot traffic around this pinch point. This change has greatly helped the flow around the school particularly at collection.</li> <li>Following advice from the LA, all parents have been asked to wear a face mask when dropping off and picking up their children. This has been incredibly well supported by the parents with the overwhelming majority wearing a mask daily.</li> <li>The Nursery area has caused a slight blockage at the main exit gate at the front of the school. We addressed this by spraying markings on the floor to show parents which area they cannot stand in and changed the drop off time until closer to 9am.</li> </ul>					
<b>1.4 Planning movement around the school</b>					
<b>Movement around the school risks bubbles mixing and/or breaching social distancing guidelines as appropriate (See also section 3.4)</b>	Medium	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Corridors are divided where feasible.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points, and bottle necks such as entrances and exits are identified and managed accordingly.</li> <li>Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>Lesson change overs are staggered to avoid overcrowding.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ SLT to review the circulation plan prior to sharing with parents.</li> <li>✓ All of the procedures in place during the last term will remain in place with larger pod numbers.</li> <li>✓ All potential high volume areas will be closely monitored by staff and via walkie talkie.</li> <li>✓ All rotas will ensure staff are not too exposed to children unnecessarily.</li> </ul>	Low
<b>Review</b> <ul style="list-style-type: none"> <li>The flow of children around the building has gone exactly to plan so far with very minimal crossovers.</li> <li>Outside spaces have been more challenging to organise so we open up an additional play area in the main staff car park. This was done securely and has allowed more space for the children as well as reducing flow at potential pinch points.</li> <li>All rotas have changed to include correct staffing and staffing is now at the level we want.</li> </ul>					
<b>1.5 Use of resources</b>					

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<p><b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>  <b>Ensuring curriculum resources are used safely</b></p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers’ planning.</li> <li>• Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>• Exam syllabi are covered.</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> <li>• Pupils limit the amount of equipment they bring into school each day to agreed essentials.</li> <li>• Bags are allowed.</li> <li>• Staff and pupils have their own pens and pencils and other such frequently used equipment</li> <li>• Classroom based resources such as books and games can be used and shared within the group. These should be cleaned regularly</li> <li>• Shared resources, (between classes or bubbles) such as sports, art and science equipment should be cleaned frequently or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Pupils and teachers can take books and shared resources home although unnecessary sharing should be avoided.</li> </ul>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<ul style="list-style-type: none"> <li>✓ Year teams have already created a plan to ‘catch up’ as much of the prior years’ curriculum as possible in the first half term.</li> <li>✓ All pupils requiring additional support will be identified and a plan put in place to help catch up their learning.</li> <li>✓ Home learning will continue where appropriate and necessary.</li> <li>✓ Pupil will not bring equipment to school and will be given their own set of equipment to reduce the risk of transmitting the virus.</li> <li>✓ Any shared equipment used will be cleaned between uses in line with the school’s Covid cleaning policy.</li> <li>✓ Large items of soft furnishing will be used in each pod but will be cleaned/washed at the end of every day.</li> <li>✓ All gym equipment will be wiped at the beginning and end of each session.</li> </ul>	<p>Low</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>• The catch up curriculum was implemented successfully.</li> <li>• All teacher’s did a before and after RAG rating for all children in Reading, Writing and Maths. The second RAG shows the vast majority of children are back on track.</li> <li>• Parents have been informed on the school’s plans for catch up funding.</li> <li>• All plans around resources were implemented successfully.</li> </ul>					
<p><b>1.6 Staff workspaces</b></p>					

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Staff rooms and offices do not allow for observation of social distancing guidelines	Medium	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms, and use is staggered</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All staffroom and communal rooms have been re-arranged to fit with the RA.</li> <li>✓ Staff were briefed last term and the same procedures will be in place in September.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>1.7 Managing the school lifecycle</b>					
Making progress with the school's autumn term calendar and future work plan considering of COVID-19 measures	Medium	<ul style="list-style-type: none"> <li>School calendar for the autumn term is rationalised and is informed by DFE expectations of a broad curriculum from the start of the Autumn term with the aim of returning to the school's normal curriculum in all subjects by summer 2021</li> <li>Schools continue to build capacity to educate pupils remotely where this is needed.</li> <li>School recruitment continues as usual.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ School calendar for the autumn term is rationalised.</li> <li>✓ Work at home is planned and ready to go for children unable to attend school due to shielding.</li> <li>✓ School recruitment is completed.</li> </ul>	Low
Pupils joining the next phase in their education do not feel prepared for the transition	Medium	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts</li> <li>Induction days for pupils and parents are planned...</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ Current system in place during recent closure will continue.</li> <li>✓ Transition discussions with feeder High Schools are concluded with documentation being shared by Year 6 staff.</li> <li>✓ New pupil packs were distributed prior to school closing.</li> <li>✓ Stay and play days have been arranged for September.</li> <li>✓ Virtual tour completed and on the school website.</li> <li>✓ Home visits will take place in outside spaces as and when</li> </ul>	Low

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				possible including on the school grounds.	
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>Nursery home visits were completed effectively in line with our RA and DfE guidance.</li> <li>SeeSaw (online learning platform) now setup for every child in school. Work will be uploaded should individual or whole classes have to isolate.</li> </ul>					
<p><b>1.8 Governance and policy</b></p>					
<p><b>Governors are not fully informed or involved in making key decisions</b></p>	<p>Low</p>	<ul style="list-style-type: none"> <li>Meetings (online or face-to-face) held with governors when key decisions need to be made.</li> <li>Governing bodies are involved in key decisions on reopening the school.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	<p>✓ ✓ ✓</p>	<ul style="list-style-type: none"> <li>✓ Governors have seen the updated risk assessment on the day it was sent to the Local Authority.</li> <li>✓ The Governing body discussed the planned September re-opening during their meeting in July.</li> <li>✓ Governor views and suggestion were part of both the re-opening letter and FAQ distributed to parents.</li> <li>✓ Governors have access to the school's communications platform WEDUC and are receiving regular updates.</li> </ul>	<p>Low</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					

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<b>1.9 Policy review</b>					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance, visits visitors and other policies are no longer fit for purpose in the current circumstances	Medium	<p>All relevant policies:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Health and Safety</li> <li>• Fire Evacuation</li> <li>• Behaviour</li> <li>• Attendance</li> <li>• Visitors</li> <li>• Visits</li> </ul> <p>have been revised to take account of government guidance (Guidance for full opening – schools 2 June 2020) Staff, pupils, parents and governors have been briefed accordingly.</p> <ul style="list-style-type: none"> <li>• Safeguarding Leads (and deputies) are designated extra time during the first few weeks of term to support staff and pupils regarding new safeguarding and welfare concerns</li> </ul>	<p>✓</p> <p>✓</p> <p>X</p> <p>✓</p>	<p>✓ All policies were agreed with the Govenors prior to the re-opening in June and have remained broadly the same.</p> <p>✓ Policies have been shared via the school's website and parents have been signposted to them</p> <p>✓ A statement on the policy changes will be in the re-opening letter directing parents to the relevant documents.</p> <p>✓ Both DSL's are SLT members with dedicated times for their roles.</p>	Medium
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>• No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>1.10 Communication strategy</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	Medium	<p>Communications strategies for the following groups are in place:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> <li>• Parents</li> <li>• Governors/Trustees</li> <li>• Local authority</li> <li>• Professional associations</li> <li>• Other partners including visitors</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓ The school will continue to use its WEDUC app to keep all stakeholders informed of any changes.</p> <p>✓ Contact details have been collected for all external stake holders.</p> <p>✓ Regular communication is and will take place with the Governors and all members of staff.</p>	Low

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<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>1.11 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>	Medium	<ul style="list-style-type: none"> <li>An updated staff handbook is issued to all staff prior to full reopening.</li> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include:                             <ul style="list-style-type: none"> <li>Infection control including hand hygiene, respiratory hygiene and enhanced cleaning regimes</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ Revised staff guidance is updated and was given to all staff as part of the re-opening plan.</li> <li>✓ All staff are aware of all new procedures and can also access them via the school's network.</li> </ul>	Low
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	Medium	<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>The updated staff handbook is issued to all new staff prior to them starting.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All new staff will have a full induction with a member of the SLT prior to joining the school.</li> <li>✓ Staff guidance was issued to all new staff prior to the September re-opening.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>1.12 Free school meals</b>					
<b>Pupils eligible for free school meals do not continue to receive vouchers if they are unable to attend (e.g. due to self-isolation or following clinical advice)</b>	Medium	<ul style="list-style-type: none"> <li>A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ The SBM will monitor FSM children and ensure all eligible children are receiving their entitlement.</li> </ul>	Low

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<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>1.13 Risk assessments</b>					
Risks are not comprehensively assessed in every area of the school considering COVID-19, leading to breaches of social distancing and hygiene guidance.	Medium	<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school reopens and mitigation strategies / additional controls are put in place and communicated to staff covering:</li> <li>Delivering aspects of the curriculum, especially for practical subjects and especially where shared equipment is required to be used</li> <li>External visits</li> <li>Managing visitors</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ Individual risk assessments have been completed for different areas of the school. This was completed before the 1<sup>st</sup> June 2020 when the school opened to more year groups.</li> <li>✓ The school reopening letter contains the information that will be used to form the risk assessments.</li> <li>✓ Risk assessments will be reviewed weekly by the SLT.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>1.14 School transport</b>					
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	Medium	<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to opening.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> <li>Parents reminded of the need to ensure social distancing and changes to drop off and pick up routines,</li> <li>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> <li>Guidance is in place regarding the removal of face coverings on arrival at school</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All procedures are to run as normal.</li> <li>✓ Parents will be reminded via the re-opening letter to remind them of all of the entry and exit routines.</li> <li>✓ Statement on use of face coverings to be included in the re-opening letter if attending school by public transport.</li> </ul>	Low

**OPERATIONAL RISK ASSESSMENT FOR SCHOOL OPENING – September 20**

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<p><b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b></p>					
<p><b>2.1 Cleaning</b></p>					
<p><b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b></p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any environmental cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all frequently touched surfaces and welfare areas.</li> <li>More frequent cleaning of rooms that are used by different groups</li> <li>Regular cleaning of toilets</li> <li>Pupils encouraged to clean hands after use of toilets</li> <li>Working hours for cleaning staff are increased.</li> <li>Develop a culture of shared responsibility for keeping areas clean.</li> <li>Ensure 3<sup>rd</sup> Party risk assessments (e.g. from cleaning companies) are shared with the school.</li> </ul>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<ul style="list-style-type: none"> <li>✓ The discussion with Citywide has taken place and a revised cleaning schedule was agreed and implemented in September.</li> <li>✓ The enhanced cleaning plan adopted last term will be reviewed and implemented from September.</li> <li>✓ Confirmation from Citywide that cleaning standards will match DfE guidance.</li> <li>✓ Request for additional cleaning hours has been made.</li> <li>✓ Third party risk assessments will be gathered from Citywide.</li> </ul>	<p>Low</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					

OPERATIONAL RISK ASSESSMENT FOR SCHOOL OPENING – September 20

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	Medium	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Handwashing is built into the daily routine and is supervised by staff.</li> <li>Teachers should ensure they wash their hands and surfaces, before and after handling pupils' books</li> <li>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ New hand sanitizer dispensers have been purchased.</li> <li>✓ A new supplier for hand sanitizer and hand soap has been identified.</li> <li>✓ Site team to monitor at regular periods during the day the levels of hand soap and sanitizer.</li> <li>✓ Guidance for staff to include reminders of regular handwashing.</li> <li>✓ Catch it, kill it, bin it will remain prominently promoted.</li> </ul>	Low
<b>Pupils forget to wash their hands regularly and frequently</b>	Medium	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently to include start of school day, after breaks and after using any shared equipment</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>Pupils should be encouraged where possible not to touch their faces or to put objects in their mouths.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ The new staff guidance will emphasize the need to remind children to wash their hands.</li> <li>✓ Children to receive regular reminders about hand hygiene.</li> <li>✓ Parents to receive reminders via the newsletter and the school website.</li> <li>✓ SLT to complete regular reviews of handwashing during the school day.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes regularly may increase the risk of the virus spreading</b>	Medium	<ul style="list-style-type: none"> <li>Uniform is worn and washed regularly as normal</li> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks</li> <li>Expectations and guidance are communicated to parents.</li> <li>Uniform that cannot be machine washed should be avoided.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All details are in our school re-opening letter</li> <li>✓ Parents to be told to wash uniform as regularly as possible</li> </ul>	Low

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>Consider leeway for any child who has grown out of any parts of their uniform since March but whose parents cannot currently replace it.</li> </ul>	✓	and avoid wearing the same uniform for the whole week. ✓ Wednesday will be a dedicated non-uniform day to help parents keep up with this. ✓ Plan to be shared with parents on 28 <sup>th</sup> May 2020. ✓ Children to wear clean uniform each day (except Wednesday).	
<b>The use of resources and equipment may not be cleaned frequently enough</b>	Medium	<ul style="list-style-type: none"> <li>Students and staff to have their own pens and pencils etc.</li> <li>Classroom resources to be shared only within the bubble and cleaned regularly</li> <li>Resources that are shared between bubbles to be cleaned frequently and always cleaned or rotated and out of reach for a period of 48 hours (72 hours for plastics) between each bubble's use.</li> <li>Outdoor equipment to be regularly cleaned</li> <li>Limit equipment that pupils bring to school to lunch box, hat, coat, books, stationery and mobile phones.</li> <li>Limit unnecessary sharing of resources as much as possible.</li> </ul>	✓ ✓ ✓ ✓ ✓	✓ All pupils will be issued with school equipment and told not to swap or share with anyone else. ✓ In early years, all resources will be cleaned regularly and children reminded not to share them. ✓ All equipment to be cleaned regularly across the school.	Low
<b>Review</b> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> <li>The dedicated non-uniform day on Wednesday was no longer needed due to a change in guidance from the DfE.</li> </ul>					
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	Medium	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Health and Wellbeing support is available through the LA <a href="https://myzone.salford.gov.uk/people-zone/health-and-wellbeing">https://myzone.salford.gov.uk/people-zone/health-and-wellbeing</a></li> </ul>	✓ ✓ ✓	✓ All information will be part of the revised staff guidance. ✓ All staff will be reminded about the support available through the LA via staff notices.	Low

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Medium	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms (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 <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>Local Authority process is followed when anyone displays symptoms</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust and local authority.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All absence data will be logged and regularly reviewed by the SLT.</li> <li>✓ Reminder sent to all parents before school re-opens on the correct procedures parents and staff must take if they display symptoms.</li> <li>✓ Reminders to go out to parents about social distancing outside of the school and with other groups.</li> <li>✓ ALL LA procedures will be followed where anyone displays symptoms and any records shared with the LA as and when appropriate.</li> </ul>	Low
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	Medium	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance and local authority process on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ This is part of the staff guidance and parent letter.</li> </ul>	Low
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	Medium	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ This is part of the staff guidance and parent letter.</li> </ul>	Low
<b>Review</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<ul style="list-style-type: none"> <li>No changes to this part of the RA.</li> <li>All systems are working effectively and revised as and when they are changed by the LA and DfE</li> </ul>					
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of capacity / availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	Medium	<ul style="list-style-type: none"> <li>Ensure staff First Aid training is booked and accessed if First Aid Certificate has expired. Where there is a good reason why this is not possible, First Aid certificates to be extended till 30<sup>th</sup> December 2020</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> <li>All relevant staff are aware of all pupils in school with relevant health conditions</li> <li>DSL and Deputy DSL to be given more time at start of term to provide support to staff and pupils</li> <li>Ensure good communication with school nurses.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All staff are first aid trained with a paediatric first aid member of staff on the rota for every day.</li> <li>✓ Locality sharing arrangements to happen in September via the WEB Cluster.</li> <li>✓ All staff will have access to the list of pupils with relevant health issues.</li> <li>✓ Communication with school nurses will take place as and when necessary.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	Medium	<ul style="list-style-type: none"> <li>Social distancing provisions and PPE where needed for personal care are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All part of re-organisation of the school.</li> <li>✓ All procedures in line with the school's cleaning regime.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
<b>2.7 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Medium	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in Section 1, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Parent and pupil handbooks created.</li> <li>Risk assessment to be published on school website (unless staff group is less than 50)</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All parents will receive regular updates via WEDUC.</li> <li>✓ WEDUC used rather than the school website for regular communication (all documents are on the school website COVID section).</li> <li>✓ Re-opening information will be used in place of a handbook.</li> </ul>	Low
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Medium	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All relevant information will be passed on to parents.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines	Medium	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> <li>Ensure that 3<sup>rd</sup> party employers (e.g. catering and cleaning companies) have shared risk assessments with the school.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ PPE instructions are part of the staff guidance.</li> <li>✓ Risk assessment has been shared with every staff member and will be shared with external groups when signed off by the LA.</li> <li>✓ Staff reminders will be daily on handwashing as well as signage.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					



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3. Maximising social distancing measures					
3.1 Pupil behaviour					
<p><b>Pupils' behaviour on return to school does not comply with social distancing guidance</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Where appropriate, 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.</li> <li>• Staff model social distancing consistently between adults; adults and pupils (where possible); and between bubbles.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings that break bubbles are avoided.</li> <li>• Break times and lunch times are staggered and structured to support maintenance of bubbles and social distancing where appropriate and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include Supportive inclusive guidance, trauma informed compliance with social distancing communicated to staff, pupils and parents. - and reinforced regularly</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> <li>• 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.</li> <li>• All pupils and staff understand this is now part of how school operates.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓ All procedures part of the school's re-opening plan.</p>	<p>Medium</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>• No changes to this part of the RA. All systems are working effectively.</li> </ul>					

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<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support compliance with bubble model and social distancing measures</b>	Medium	<ul style="list-style-type: none"> <li>• Home base arrangements in place for pupils unable to return yet, or pupils working remotely due to a local outbreak</li> <li>• Engagement with high quality remote education is monitored.</li> <li>• Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance i.e. staff socially distancing from pupils</li> <li>• Small adaptations to the classroom to support distancing where possible, e.g. seating pupils side by side. Move unnecessary furniture out of classrooms to make more space.</li> <li>• Teachers and other staff operating across different classes and year groups in order to facilitate delivery of the school timetable keep their distance from pupils and other staff as much as they can.</li> <li>• All pupils and staff to clean hands when they change rooms Arrangements are reviewed regularly.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	<ul style="list-style-type: none"> <li>✓ Work will be provided for all children who are unable to attend school. Engagement is monitored via the use of the Seesaw online platform.</li> <li>✓ Children in intervention groups will work with the same group or partner during these sessions.</li> <li>✓ Net capacity document is updated and all teaching and shared\public spacings confirm to socially distancing regulations</li> <li>✓ All rooms are now configured for social distancing.</li> <li>✓ School guidelines on handwashing are to be followed at all times.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>• No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>3.3 Movement in corridors</b>					
<b>Social distancing guidance is breached when pupils circulate in corridors</b>	Medium	<ul style="list-style-type: none"> <li>• See section 1..4: <i>Planning Movement around the school</i></li> </ul>	NA		Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>• No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>3.4 Break times</b>					
<b>Pupils may not observe maintaining bubbles and social distancing where appropriate at break times</b>	Medium	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas including all drop off and collection points.</li> <li>• Supervision levels have been enhanced, to support social distancing.</li> <li>• All pupils and staff clean their hands when they return from breaks</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	<ul style="list-style-type: none"> <li>✓ Parents informed prior to the re-opening in September 2020.</li> <li>✓ Re-opening plan contains all of the relevant information around both social distancing, areas of school use as well as timings.</li> <li>✓ Timetable of supervision has been created.</li> </ul>	Low

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				✓ Wash hands routine is already embedded with the children.	
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<p><b>3.5 Lunch times</b></p>					
<p><b>Pupils may not observe maintaining social bubbles and social distancing where appropriate at lunch times</b></p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>Rotas are in place to prevent bubbles mixing</li> <li>Pupils are reminded about social distancing as lunch times begin.</li> <li>Pupils wash their hands before and after eating.</li> <li>Dining area layouts have been configured to ensure social distancing and maintaining bubbles.</li> <li>Tables and chairs have been cordoned off where this is not possible.</li> <li>Floor markings are used to manage queues and enable social distancing.</li> <li>Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>Guidance has been issued to parents and pupils on packed lunches</li> <li>Eating areas are cleaned after lunch and between groups</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ Comprehensive rotas are in place for all year groups.</li> <li>✓ Staff briefed about social distancing via WhatsApp group.</li> <li>✓ All required information is in the staff guidance.</li> <li>✓ All school areas have been cleared and tables set to meet social distancing requirements.</li> <li>✓ Arrangements around entry and lunch times are in place.</li> </ul>	<p>Low</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<p><b>3.6 Toilets</b></p>					
<p><b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Floor markings are in place to enable social distancing.</li> <li>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues and school policy is amended to reflect this</li> <li>The toilets and sinks are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. - building these routines into school culture</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All routines are planned and in the staff guidance.</li> <li>✓ All floor markings are in place.</li> <li>✓ Toilet trips by pupils are very closely monitored.</li> <li>✓ Toilets are constantly monitored throughout the day.</li> <li>✓ Regular reminders about handwashing are given verbally</li> </ul>	<p>Low</p>

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				and through posters displayed around the school.	
<b>Review</b> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>3.7 Medical Rooms</b>					
<b>The configuration of medical rooms may compromise social distancing measures</b>	<p>Medium</p>	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<ul style="list-style-type: none"> <li>Agreed plan to use allocated medical room using social distancing measures.</li> <li>Cleaning procedures are in place for any spaces used by pupils and adults with suspected OVID-19 symptoms.</li> </ul>	<p>Low</p>
<b>Review</b> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					

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<b>3.8 Reception area</b>					
<p><b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b></p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Arrangements are in place for segregation of visitors.</li> <li>• Any essential visitors asked to comply with all required control measures.</li> <li>• All visitors sign in with contact details – to be used in the event of a local outbreak 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).</li> <li>• Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable).</li> </ul>	<p>✓ ✓ ✓ ✓ ✓</p>	<ul style="list-style-type: none"> <li>✓ All routines are planned and in the staff handbook.</li> <li>✓ Routines shared with parents in the re-opening plan.</li> <li>✓ All signage is clearly displayed at school and shared with parents via the return to school letter.</li> <li>✓ All non-essential visitors will be minimised and use of technology (Microsoft Teams) will be used for non-essential meetings.</li> <li>✓ Contact tracing information will be Kept for all visitors.</li> </ul>	<p>Low</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>• No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>3.9 Arrival and departure from school</b>					
<p><b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b></p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Start and finish times are staggered.</li> <li>• The use of available entrances and exits is maximised.</li> <li>• Removing face coverings when pupils and staff who use them arrive at school is communicated clearly to them</li> <li>• Pupils and staff clean hands on arrival and departure to school</li> <li>• Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>• Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	<p>✓ ✓ ✓ ✓ ✓</p>	<ul style="list-style-type: none"> <li>✓ All routines are planned and in the guide sent to staff.</li> <li>✓ Staff have been briefed on the use of face coverings both in school and on travel journeys to school.</li> <li>✓ All staff and pupils will hand sanitize on their way into and out of school.</li> <li>✓ Weekly newsletter will continue to emphasise social distancing rules.</li> </ul>	<p>Low</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>• No changes to this part of the RA. All systems are working effectively.</li> </ul>					

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<b>3.10 Transport</b>					
<p><b>The use of public and school transport by pupils poses risks in terms of social distancing</b></p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Guidance is in place for pupils and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings for pupils over the age of 11</li> <li>• Survey parents on their typical routes to school and potential alternatives.</li> <li>• ‘Safer travel guidance for passengers’ is shared with families using public transport.</li> <li>• Settings should also consider ways to minimise use of public transport to get to and from school at peak time, e.g. ‘walking buses’</li> <li>• Guidance is in place for dedicated school transport – social distancing does not apply from the autumn term if systems are in place to minimise risk of transmission</li> <li>• Removing face coverings when pupils and staff who use them arrive at school is communicated clearly to them</li> </ul>	<p>✓ ✓ ✓ X NA</p>	<ul style="list-style-type: none"> <li>✓ Government advice was distributed to parents the week beginning 25<sup>th</sup> May 2020.</li> <li>✓ Survey will be created for parents on modes of transport to school prior to September.</li> </ul>	<p>Low</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>• No changes to this part of the RA. All systems are working effectively.</li> <li>• Mode of transport survey was not required.</li> </ul>					
<b>3.11 Staff areas</b>					
<p><b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b></p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Plan how shared staff spaces are used to help staff distance from each other</li> <li>• Use of staff rooms minimised.</li> </ul>	<p>✓</p>	<ul style="list-style-type: none"> <li>✓ All rooms are configured in line with social distancing rules.</li> </ul>	<p>Low</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>• No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Pupils with underlying health issues</b>					

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<p><b>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b></p>	<p>Medium</p>	<ul style="list-style-type: none"> <li>• Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>• Parents have been asked to make the school aware of pupils’ underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>• The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>• Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	<p>✓ ✓ ✓ ✓</p>	<ul style="list-style-type: none"> <li>✓ Parents are aware of the guidance from the opening before the end of last term.</li> <li>✓ All parents will be asked to inform the school of any unknown underlying health issues prior to the school return in September.</li> <li>✓ Parents will be sent a copy of the latest government guidance prior to school returning in September.</li> <li>✓ A register of pupils with underlying health issues will be created prior to return in September.</li> </ul>	<p>Low</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>• No changes to this part of the RA. All systems are working effectively.</li> </ul>					

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4.2 Staff with underlying health issues					
Staff with underlying health issues (extremely vulnerable, vulnerable or at heightened risk) are not identified and so measures have not been put in place to protect them	Medium	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or those with extreme vulnerabilities have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff with extreme vulnerabilities are working from home, Those who are vulnerable are working from home or in work following an individual risk assessment, and those with heightened risk factors (page 9 of the individual risk assessment) have had a risk assessment. .</li> <li>Current government guidance is being applied.</li> </ul>	✓ ✓ ✓ ✓ ✓	<ul style="list-style-type: none"> <li>✓ All staff have been sent a document which defines the differences in underlying health conditions.</li> <li>✓ Collection of information from staff with underlying health conditions was completed in July 2020 and updated the first week of September prior to re-opening.</li> <li>✓ All current Government guidance is being applied consistently.</li> </ul>	Low
<b>Review</b> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
4.3 Staff at higher risk of developing more severe complications					
<p>Employees with additional risk factors and measures have not been put in place to protect them.</p> <p>(Additional risk factors are BAME, smoking, high blood pressure, obesity, age, disability, pregnancy)</p>	Medium	<ul style="list-style-type: none"> <li>Employees have had discussions with their line managers and provided with clear guidance specific for their needs.</li> <li>Employees have been asked to make their line manger aware of any underlying health conditions and the manager has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The service is clear about the definitions and associated mitigating strategies relation to people who have any additional risk factors. The following are classed as additional risk factors; BAME, smoking, high blood pressure, obesity, age, disability, pregnancy</li> <li>Records are kept of this and regularly updated.</li> <li>Members of staff with additional risk factors have been asked to seek and act on the advice of their GP/consultant/midwife/occupational health or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as having an additional risk factor.</li> <li>All staff with additional risk factors that put them at increased risk from COVID-19 are working in line with national guidance and the services' risk assessment.</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	<ul style="list-style-type: none"> <li>✓ All staff with any underlying health conditions have been asked to make their line manager aware and they have done so.</li> <li>✓ Staff with additional risk factors have been identified and discussions with those staff members has taken place and an individual risk assessment carried out.</li> <li>✓ All current Government guidance is being applied consistently.</li> <li>✓ Prior to any new staff being appointed an individual risk assessment will be undertaken.</li> </ul>	Low

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		<ul style="list-style-type: none"> <li>Current government guidance is being applied.</li> </ul>	✓		
<b>Review</b> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	Medium	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ Trained Mental Health champion on site or available by phone every day.</li> <li>✓ Mental health reviews are part of the planned curriculum.</li> <li>✓ List of online resources are to be posted to the school's communication app WEDUC.</li> </ul>	Low
<b>Review</b> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	Medium	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources. (e.g. Salford Wellbeing Programme)</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ Regular check up with staff members are currently being made via WhatsApp group and Zoom meetings.</li> <li>✓ Future staff meetings are planned for later in the term.</li> </ul>	Low
<b>Working from home can adversely affect mental health</b>	Medium	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catchups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ No staff currently self-isolating or needing to work from home.</li> <li>✓ Staff are talking to colleagues frequently on the shared WhatsApp and phase leaders are keeping in touch with their phases regularly.</li> </ul>	Low

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<b>Review</b> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	Medium	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	✓ ✓	<ul style="list-style-type: none"> <li>Our SENDCo is a trained counsellor and a regular item in the newsletter highlights this service to parents.</li> <li>Contacts in other organisations are available should they be needed by the school.</li> </ul>	Low
<b>Review</b> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	Medium	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to:                             <ul style="list-style-type: none"> <li>Possible absence of fire marshals</li> <li>Maintenance of bubbles and Social distancing measures during evacuation and at muster points</li> </ul> </li> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Incident controller and fire marshals have been trained and briefed appropriately.</li> <li>New arrangements are tested and amended if necessary</li> </ul>	✓  ✓ ✓ ✓	<ul style="list-style-type: none"> <li>Children will be taught the revised fire plan on entry into school on the 1<sup>st</sup> June 2020.</li> <li>A fire drill will be held the first week back so all of the children are aware of the new fire evacuation routine.</li> </ul>	Low
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	Medium	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place for early in the autumn which are in line with maintaining bubbles and social distancing measures.</li> </ul>	✓	<ul style="list-style-type: none"> <li>Planned fire drills are in line with social distancing measures.</li> </ul>	Low
<b>Fire marshals absent due to self-isolation</b>	Medium	<ul style="list-style-type: none"> <li>An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	✓	<ul style="list-style-type: none"> <li>A fire marshal is scheduled to be in school every day.</li> </ul>	Low
<b>Review</b>					

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<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>6.2 Managing premises on reopening after closure during the school holidays</b>					
<b>All systems may not be operational</b>	Medium	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ Full check of all admin systems was completed the week beginning 17<sup>th</sup> August 2020.</li> </ul>	Low
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	Medium	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All statutory compliance is up to date.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>6.3 Contractors working on the school site</b>					
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	Low	<ul style="list-style-type: none"> <li>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.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ On site scheduled works have been planned carefully to ensure social distancing measures are being followed.</li> <li>✓ All contractors on the school site have given assurances government guidance will be followed.</li> <li>✓ All works completed followed the school's risk assessment.</li> </ul>	Low
<b>Review</b>					
<ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
<b>7. Finance</b>					

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<b>7.1 Costs of the school's response to COVID-19</b>					
<p><b>The costs of additional measures and enhanced services to address COVID-19 when reopening places, the school in financial difficulties</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school's projected financial position has been shared with governors and LA or trust.</li> </ul>	<p>✓ ✓ ✓ ✓ ✓</p>	<ul style="list-style-type: none"> <li>✓ Budget for 2020/2021 includes a £5,000 contingency for Covid 19 spending.</li> <li>✓ The schools attached accountant is aware of Covid 19 contingency and it is approved.</li> <li>✓ School Business Manager has accessed the DfE fund for schools and made a claim for our additional expenses.</li> <li>✓ School's position has been shared with the Governors during our FGB on the 25<sup>th</sup> July 2020.</li> </ul>	<p>Medium</p>
<p><b>Review</b></p> <ul style="list-style-type: none"> <li>• No changes to this part of the RA. All systems are working effectively.</li> </ul>					

## OPERATIONAL RISK ASSESSMENT FOR SCHOOL OPENING – September 20

8. Governance					
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	High	<ul style="list-style-type: none"> <li>The governing body continues to meet when key decisions need to be made via online platforms.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The headteachers 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.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓ All Governing body meetings scheduled for this week are due to take place via Microsoft Teams.</li> <li>✓ Full update on the school's position has been given to all Governors via e-mail.</li> <li>✓ All meetings scheduled to go ahead via online platform for the rest of the school year.</li> </ul>	Low
<b>Review</b> <ul style="list-style-type: none"> <li>No changes to this part of the RA. All systems are working effectively.</li> </ul>					
9. Additional site-specific issues and risks					
<ul style="list-style-type: none"> <li>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</li> </ul>					
Parents adhering to social distancing rules when dropping off and picking up	High	<ul style="list-style-type: none"> <li>Ensure marking are clearly visible on the field</li> <li>Ensure parents re-opening letter has clear instructions on dropping off and collecting procedures.                             <ul style="list-style-type: none"> <li>Staff to marshal parents on entry and exit.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be very vigilant and ensure parents are aware of the social distancing rules when dropping off and collecting</li> <li>Posters and clear signage to show how to socially distance.</li> <li>Instructions clear in re-opening letter sent to all parents.</li> </ul>	Low
Parents adhering to time slots for drop off.	Medium	<ul style="list-style-type: none"> <li>Ensure parents re-opening letter has clear instructions on dropping off and collecting procedures.                             <ul style="list-style-type: none"> <li>Staff available to ensure parents do not break social distancing guidelines.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Staff to be very vigilant and ensure parents are aware of the social distancing rules</li> </ul>	Low
Ensuring children are socially distancing at lunch times	High	<ul style="list-style-type: none"> <li>All staff are briefed on the measures for socially distancing children at lunch time.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>Staff briefing document completed before 1<sup>st</sup> June.</li> </ul>	Low

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### Review

- No changes to this part of the RA. All systems are working effectively.

### School Leadership Use Only

<b>Approved by (Head Teacher/ Chair of Governors)</b>		<b>Date of Approval</b>	04/01/2021
<b>Date Provided to Unions</b>	04/01/2021	<b>Date of Review</b>	12/02/2021