# **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 as follows

[Schools Coronavirus (COVID19) Operational Guidance (From March 8th 2021)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)

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| Assessment conducted by: | Y Gray & J Bean | Job title: | EHT & HoS | Covered by this assessment: | Staff, pupils, contractors, visitors, volunteers |

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| Date of assessment: | 04/03/2021 | Review interval: |  | Date of next review: | Easter Holiday (or dynamic) |

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| Related documents | |
| **Trust documents:**  See COVID-19 section of website www.watertonacademytrust.org | **Government guidance:**  [Schools Coronavirus (COVID19) Operational Guidance (March 8](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)[th](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak) [2021)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak)  [Rapid Asymptomatic Coronavirus (COVID-19) testing for Primary Schools (29th January 2021)](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools) |

**Risk matrix**

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

| Areas for concern | Risk rating prior to action  (H/M/L) | | Control measures | | In place?  (Yes/No) | Further action/comments | | | Residual risk rating  (H/M/L) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Establishing a systematic process of partial opening, including social distancing** | | | | | | | | | |
| **1.1 Net capacity** | | | | | | | | | |
| **Available capacity of the school is reduced when social distancing guidelines are applied-1m+** | H | | * Classrooms are reorganised to maximise space, and separate entrances used for different phases to reduce the amount of people at any one point. * Agreed new timetable and arrangements confirmed for each year group. | | Yes |  | | | L |
| **Availability of staff is depleted due to NHS Track & Trace or self-isolation** | H | | * Blended learning enables staff to teach from home * Advice from PHE around the use of the NHS Track & Trace app and when notifications can be disregarded * Staff instructed to turn off the app on entry into school * Staff aware of procedures for reporting absences to school, including staff who are facilitating blended learning. | | Yes | If safe staffing ratios cannot be maintained, then advice from the MAT will be followed in terms of further closures due to staffing shortages. | | | L |
| **1.2 Organisation of teaching spaces** | | | | | | | | | |
| **Classroom sizes will not allow recommended layout of desks** | H | | * Classrooms re-modelled, with chairs and desks being placed as far apart as space allows for social distancing (rows). * Spare chairs and furniture removed from desks so they cannot be used. * Clear signage displayed in classrooms promoting social distancing for adults and side by side working. * Consistent year groups in place for pupils that do not mix with other year groups. | | Yes | All staff have received a full briefing for reopening, including guidance around room layout | | | L |
| **Large spaces need to be used as dinner hall/PE provision and Wrap-around care** | M | | * Large gatherings prohibited e.g. assembly run virtually * Design layout and furniture arrangements in place to enable consistent year groups and minimise contact with other groups. * PE timetables have been designed so that mornings and afternoons are both used, with the gym shared. | | Yes | Hall reorganised to allow separate seating and tables for wrap-around care | | | 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** | 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 LFT testing to inform staff deployment. * Trust wide deployment of staff has been considered if appropriate. | | Yes | NB – see point 1.1 (b) | | | L |
| **1.4 Prioritising provision** | | | | | | | | | |
| **Disruption to education has a varied impact on pupils** | M | | * Plans are in place to meet and identify and support additional learning needs * A blended learning strategy is in place to ensure consistency between home and school in the case of any pupils self-isolating. * Pastoral and SEND support is deployed wherever possible to support prioritised pupils. A robust nurture and TEACCH timetable are in place for identified children. * Cross bubble intervention groups are avoided. * A plan is in place for the reintegration of anxious/vulnerable/high needs pupils. * A technology loan scheme is in place for pupil with no access to a device when self-isolating. * A recovery curriculum and timetable has been developed to support pupils in catching up. * The COVID premium plan is used to support pupils. | | Yes | Home visits & EWO visits for pupils with prior attendance issues and contact calls for any pupils not accessing online learning  Staff meeting held to discuss implementation of recovery curriculum | | | L |
| **1.5 The school day** | | | | | | | | | |
| **The start and end of the school day create risks of breaching social distancing guidelines** | H | | * Staff do not travel to school together where social distancing cannot be maintained * Staff using public transport to wear masks and dispose of them on entry to school. * Parents and pupils to be encouraged to walk to school where possible. * Encourage only 1 parent to attend school with their child(ren) with siblings left at home if appropriate care arrangements are in place. * Start and departure times are staggered and reinforced on a weekly basis with explicit entry and exit points. * The number of entrances and exits to be used is maximised. * Different entrances/exits are used for different groups. * Staff, pupils and parents are briefed and signage provided to identify which entrances, exits and circulation routes to use. * Parents/Carers are NOT to enter the school building without a prior appointment (at which point social distancing must apply) * 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. * Process for removing face masks on arrival at school (for those arriving by public transport) is clearly communicated to parents and pupils. * All parents are reminded to wear face coverings when dropping pupils off/ collecting pupils, and when 2m distancing cannot be ensured in school between adults. * Staff who are on school gate duty (2 staff members in total) will wear a face covering, but remove this on entry into the school grounds * Support staff who transition high needs pupils to parents will wear a face covering. * Visitors into school will wear face coverings and complete record of visit form. * Parents are informed and reminded to not arrive early. * Staff fully briefed on entry and exit procedures. | | Yes | Clear directions sent home for parents via letters.  Markings in place.  Staggered start times for each phase, with detailed entry and exit information sent to parents.  Bins and zip lock bags for disposal and storage of masks provided.  Trust communications sent to parents regarding face coverings with clear guidelines in place. | | | M |
| **1.6 Planning movement around the school** | | | | | | | | | |
| **Movement around the school risks breaching social distancing guidelines** | M | | * Circulation plans have been reviewed and revised. * One-way systems are in place where required. * Corridors are clear of all obstructions to maximise space * 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 and is carefully managed to avoid contact e.g. access to toilets | | Yes | Estates review confirms guidelines can be met | | | L |
| **1.7 Staff workspaces** | | | | | | | | | |
| **Staff rooms and offices do not allow for observation of social distancing guidelines** | M | | * 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. * Staff rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate. | | Yes | Appointment system for parents in place.  Restrictions on visitors in school essential appointments only. | | | L |
| **1.8 Policy/Procedure review** | | | | | | | | | |
| **Existing policies and procedures 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 other stakeholders have been briefed accordingly. * Existing school wide emergency procedures have been reviewed in line with new measures and adjusted accordingly. * Individual pupil and staff emergency procedures and risk assessments have been reviewed and adjusted accordingly. * All consistent groups have access to appropriate first aid, medical and spill supplied within their individual locations. | | Yes | Trust continual support regards updated guidance | | | L |
| **1.9 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 where relevant for the following groups are in place:   + Staff   + Pupils   + Parents   + Governors/Trustees   + Local authority   + Regional Schools Commissioner   + Professional associations   + Other partners * Consistent message is being delivered throughout the organisation. * Clear signage and instructions are displayed throughout the site. * Regular letters and updates via app notifications, text and Twitter are sent home on a regular basis. * Any confirmed cases are communicated to parents as per MAT instructions. * Welfare calls to home working staff weekly. | | Yes | ASC contact via Teams & Email  Where possible and appropriate, staff meeting to be held via Teams, or in person and socially distanced in a large space (e.g hall). | | | L |
| **1.10 Staff induction and CPD** | | | | | | | | | |
| **Staff are not trained in new procedures, leading to risks to health** | M | | * A staff briefing was held for all staff prior to reopening (3rd March). * Trust communications are distributed to all staff including those who are home based. * Staff coming into school after opening receive briefing. * Regular weekly staff meetings on Teams allow for 2-way communication and feedback. * Induction and CPD programmes are in operation for all staff prior to reopening, and include:   + Infection control   + Fire safety and evacuation procedures   + Constructive behaviour management   + Safeguarding   + Risk management | | Yes | COVID procedures are a standing item in staff meeting and support staff receive regular updates by email  SLT undertake regular COVID procedure checks/ walks each week. | | | L |
| **New staff are not aware of policies and procedures prior to starting at the school when it reopens** | H | | * Induction programmes are in place for all new staff – either online or in-school – prior to them starting. * Revised documentation is issued to all new staff prior to them starting. | | N/A | All new staff members have received digital copies of procedures prior to starting | | | L |
| **1.11 Free school meals** | | | | | | | | | |
| **Pupils eligible for free school meals do not receive provision during any local lockdown and/or bubble closure** | H | | * All pupils who are eligible for free school meals have been identified and attendance pattern sent to Trust. * A plan is in place and communicated to school and family detailing provision. * Communications sent to parents regarding local services providing free meals over holiday periods (BMBC Healthy Easter Box). * FSM pupils will receive vouchers during lockdown . * Plans are in place for any FSM pupils who are self-isolating. * Attendance is mandatory for all pupils. | | Yes |  | | | L |
| **1.12 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 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 where shared equipment is used * Risk assessments are reviewed on a regular basis and amended as required * Staff should not sit on the floor facing children when working with groups or individual children * Staff should not be at eye level with children when teaching (crouched beside a table or sat on a chair alongside). | | Yes | SLT monitor COVID procedures throughout the day. | | | L |
| **1.13 School transport** | | | | | | | | | |
| **Changes to public transport schedules as a result of COVID-19 adversely affect pupils’ attendance and punctuality and do not align with staggered start and departure times** | M | | * School will work with individual families to manage attendance/punctuality expectations in light of limitations. * EWO is aware of and working with families who are having difficulties in managing attendance. | | Yes | EWO conducting weekly visits.  First day calling in place.  Wellbeing manager & HoS making targeted home visits when appropriate. | | | L |
| **2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19** | | | | | | | | | |
| **2.1 Cleaning** | | | | | | | | | |
| **Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required** | H | | * A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to re-opening. * An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. * School based staff are provided with relevant training and equipment to manage additional & frequent cleaning throughout the day. * There is frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and in the reception area, using appropriate products and methods (managed by teachers and support staff). * End of school procedures are in place to maximise available cleaning hours. * Rigorous checks are carried out by the SLT and site team to ensure that the necessary procedures are being followed. * Classroom based resources can be shared and used within the bubble with regular cleaning. * Pupils and staff have own frequently used equipment e.g. pens/pencils that are not shared. * Cross class/bubble resources are cleaned frequently and meticulously between bubbles or rotated to allow to be left unused and out of reach for 48 hours (72 hours for plastic) between use by different bubbles. * Pupil belongings in school are limited to essential items only e.g. lunchboxes, a bag. * Sharing of resources out of the school environment is limited. Pupils and teachers can take books home but unnecessary sharing should be avoided. * Waste bins are emptied twice a day, once after lunch and once at the end of the day. Waste is double bagged, sealed and remains within the room for collection by caretaker following departure of pupils/staff. | | Yes | Cleaning supplies, training and equipment to be made available in each area.  Waste bins to be lined and emptied twice daily.  Trust feedback to schools on cleaning contract management to be provided. | | | M |
| **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 was undertaken before the school reopens and additional supplies were purchased. * Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. * Systems in place for stock checking and re-ordering of essentials. | | Yes | School now orders own sanitising resources, and stock levels are monitored on a constant basis  Reinforcement of Hands, Face, Space message to all staff and pupils due to new variant. | | | 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. * Posters reinforce the need to wash hands regularly and frequently. * School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. * Handwashing takes place on entry to school, prior to departure and at set times throughout the day, before and after eating, after coughing/sneezing. * Hand sanitiser is provided in locations where hand washing facilities are not readily available. | | Yes | Handwashing information is visible around school on displays and in bathrooms.  Regular reminders in assemblies. | | | L |
| **2.4 Testing and managing symptoms** | | | | | | | | | |
| **Testing is not used effectively to help manage staffing levels and support staff wellbeing** | H | | * Guidance on getting tested has been published, and staff are made aware when this updated. * The Trust has registered as an employer on the government testing portal and named co-ordinators have been communicated to schools * Staff are aware of all routes to testing in line with national and local guidance * All staff in school have access to LFT devices, and test twice weekly, reporting results to both the NHS and school. * Staff returning a positive LFT result will book a PCR test and the bubble will close. * Distribution and orders of LFT devices is managed by the COVID coordinator. * A letter has been sent to parents detailing how they can access LFT devices as per Government instructions. | | Yes | Regular guidance and updates sent to staff. | | | L |
| **Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms** | H | | * 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 staff 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. * A record of any COVID-19 symptoms in staff or pupils is reported to the Trust * PHE Appendix 1 & 2 tracking documents are kept and managed * Any cases are reported to the MAT & PHE as per instructions. * A reminder letter has been sent to parents on 5th March around symptoms. | | Yes | Clear channels of communication are in place with parents and staff to ensure trust and transparency. | | | M |
| **Staff, pupils and parents are not aware of the school’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19** | H | | * 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. | | Yes | Regular communication with WAT & parents with any updates/ changes.  Additional guidance sent out regarding common colds and flu-like symptoms. | | | L |
| **Staff, pupils and parents are not aware of the school’s procedures should there be a confirmed case of COVID-19 in the school** | H | | * Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. * This guidance has been explained to staff and pupils as part of the induction process. * Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. | | Yes | Trust communication to be updated and re-sent to all parents/carers and staff for September | | | 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 | | * A programme for training additional staff is in place. * Collaborative arrangements for supporting staff in other schools in the Trust have been agreed. * School has 1 DSL and 3 DDSL to ensure safeguarding is a priority. * A range of staff members hold 1st Aid qualifications to ensure there is a spread across school (including 1st Aid at Work and Paediatric first aid). | | Yes | First aid kits are placed around school to avoid any bubbles crossing. | | | L |
| **2.6 Medical rooms** | | | | | | | | | |
| **Medical rooms are not adequately equipped or configured to maintain infection control or there is not a dedicated medical room in school** | H | | * Social distancing provisions are in place for medical rooms. * Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged (isolation room). * Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. * Appropriate PPE is available within the medical room | | Yes | A room is identified and designated as a medical/ isolation room and can be used to isolate a person displaying symptoms whilst awaiting collection. | | | 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 regular basis using a range of communication tools. * A COVID-19 section on the Trust website is created and updated. * The COVID-19 section of the school website is updated. * Regular communication with parents via text, app, twitter and email. | | Yes | Trust continually updating website.  Letters out to parents with any updates. | | | L |
| **Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19** | H | | * Key messages in line with government guidance are reinforced on a regular basis via all communication channels. * A reminder letter will be sent out on Friday 5th Mar. | | Yes | Standing item on newsletter to parents.  Trust continually updating website | | | M |
| **2.8 Personal Protective Equipment (PPE)** | | | | | | | | | |
| **Provision of PPE for staff where required is not in line with government guidelines** | H | | * Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. * Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. * Staff are reminded that wearing of gloves is not a substitute for good handwashing. | | Yes | Posters displayed in all hand washing facilities  Face masks/shields/aprons and gloves for staff performing intimate care | | | L |
| **3. Maximising social distancing measures** | | | | | | | | | |
| **3.1 Pupil behaviour** | | | | | | | | | |
| **Pupils’ behaviour on return to school does not comply with social distancing guidance** | H | | * Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games. * Staff model social distancing consistently. * The movement of pupils around the school is minimised. * Large gatherings are avoided. * Break times and lunch times are structured and staggered 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. * Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. * Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. | | Yes | Monitor updates for social distancing guidelines for schools and amend this accordingly. | | | M |
| **3.2 Classrooms and teaching spaces** | | | | | | | | | |
| **The size and configuration of classrooms, teaching spaces and cloakrooms does not support compliance with social distancing measures** | M | | * Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance. * Excess furniture has been removed from classrooms and teaching spaces where required. * Arrangements are reviewed regularly. * Cloakroom areas have been allocated to each consistent group or, where this cannot be managed, temporary cloakroom areas are established within classrooms. | | Yes | Astro-turf used for additional playground space with reduced numbers  Breakfast Club & PlayZone have been relocated to the main hall. | | | L |
| **3.3 Movement in corridors** | | | | | | | | | |
| **Social distancing guidance is breached when pupils circulate in corridors** | M | | * Circulation plans have been reviewed and amended. * One-way systems are in operation where feasible. * Corridors are marked to identify direction of travel. * 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. * Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. * Appropriate supervision levels are in place. * There are limited small corridors in school, with most being large spaces. | | Yes | SLT monitor movement around school throughout the day. | | | L |
| **3.4 Break times** | | | | | | | | | |
| **Pupils may not observe social distancing at break times** | H | | * External areas are designated for different groups. * Pupils are reminded about social distancing as break times begin. * Social distancing signage is in place around the school and in key areas. * Supervision levels have been enhanced, especially with complex needs pupils younger pupils, to support social distancing. * Staff on duty will monitor social distancing and remind pupils where this is not adhered to. | | Yes |  | | | M |
| **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 separation of consistent groups. * 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, year group sittings, identified areas for each year group. * Furniture to be cleaned in between sittings * Eating areas are cleaned after lunch. | | Yes | The playground has been segregated for lunchtime, with year groups remaining in a certain side/ area. | | | M |
| **3.6 Toilets** | | | | | | | | | |
| **Queues for toilets and handwashing risk non-compliance with social distancing measures** | H | | * Pupils know that they can only use the toilet one at a time, a toilet pass system is in use to ensure no more than 1 pupil is out at any one time. * Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. * The toilets are cleaned frequently (by teachers and support staff) * Monitoring ensures a constant supply of soap and paper towels. * Bins are emptied regularly. * Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. | | Yes | Toilet pass system in place | | | L |
| **3.8 Reception area** | | | | | | | | | |
| **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. * Parents/Carers are encouraged to use an appointment system to stagger visitors to school. * Arrangements are in place for segregation of visitors. * Parents who have children that enter through the front are regularly reminded to not arrive early, and to maintain social distancing. | | Yes | Parents receive clear instructions on restrictions and these are enforced by SLT  Parents & staff to wear masks at gates and in main reception  Clear signage in place | | | M |
| **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 to ensure a constant flow of people. * The use of available entrances and exits is maximised. * Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings. * Messages to parents stress the need for social distancing at arrival and departure times. * Parents are not admitted to school grounds * Pupils are greeted by staff members * Staff observe and report any breaches to SLT. | | Yes | SLT on gate duty and advise parents to observe social distancing and wear face masks | | | M |
| **3.10 Transport** | | | | | | | | | |
| **The use of public and school transport by pupils poses risks in terms of social distancing** | H | | * 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. | | Yes |  | | | M |
| **3.11 Staff areas** | | | | | | | | | |
| **Staff rooms and offices do not allow for observation of social distancing guidelines** | M | | * 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. * Staff rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate | | Yes | The estates team is supporting school with any updates | | | 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 from the NHS 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.** * Pupils who are identified as ‘clinically extremely vulnerable’ on medical grounds will be advised to remain home and access blended learning. | | Yes | Shielding in place for extremely Clinically vulnerable- no staff members shielding | | | L |
| **4.2 Staff with underlying health issues** | | | | | | | | | |
| **Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them** | H | | * 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.** * Staff identified as extremely clinically vulnerable are advised to work from home as per Government guidance. * Current government guidance is being applied. * Individual risk assessments are developed and discussed with members of staff who are classed as clinically vulnerable (e.g. pregnant). | | Yes | HR to provide updated guidance and communications to Heads/staff  Regular meetings with vulnerable staff members | | | L |
| **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. * Learning from September 2020 is heavily PHSE based, in order to address pupil concerns. * Staff have spoken with all pupils and parents, providing school with detailed information on may be most at risk and need to greatest level of support. | | Yes | Mental health training materials has been provided to all staff.  Mental health materials will be available for pupils in home learning.  Nurture provision has been expanded with additional training and pupils. | | | 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. * Staff have been involved in the planning for reopening, sharing their views and contributing * Regular contact with staff who may be at risk | | Yes | Open door policy for staff to discuss anxieties.  Weekly wellbeing check in for home workers. | | | 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 who have to work from home due to track & trace are still able to communicate with school via Teams, and provide blended learning where appropriate. | | Yes | Regular calls with staff who are self-isolating | | | L |
| **5.3 Bereavement support** | | | | | | | | | |
| **Pupils and staff are grieving because of loss of friends or family** | H | | * The school has access to trained staff who can deliver bereavement counselling and support. * Support is requested from other organisations when necessary. * Staff have contacted each parent and child so have prior knowledge of who may need support. * Parents are encouraged to speak to school around any concerns. | | Yes | Bereavement training courses are being sourced through HR. | | | L |
| **6. Operational issues** | | | | | | | | | |
| **6.1 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. | | Yes | Fire drills booked in for SPR2 & Summer term | | | L |
| **Fire evacuation drills - unable to apply social distancing effectively** | H | | * Plans for fire evacuation drills are in place. * Year groups will remain separate when evacuating. | | Yes | In the event of a fire, fire safety takes precedent over social distancing. | | | L |
| **Fire marshals absent due to self-isolation** | H | | * An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. | | Yes |  | | | L |
| **6.2 Managing premises on reopening after lengthy closure** | | | | | | | | | |
| **All systems may not be operational** | H | | * Government guidance is being implemented where appropriate. * All systems have been recommissioned. | | Yes |  | | | L |
| **Statutory compliance has not been completed due to the availability of contractors during lockdown** | H | | * All statutory compliance is up to date. * Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. | | Yes | * Estates team are co-ordinating additional water system checks. * Compliance checks have been carried out during closure periods | | | L |
| **6.3 Contractors working on the school site** | | | | | | | | | |
| **Contractors/supply staff and all other external agencies on-site whilst school is in operation may pose a risk to social distancing and infection control** | H | | * COVID-19 risk assessments/operation plans for key contractors have been provided and checked * 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) * Supply staff/other external agencies are provided with site specific guidance and induction on arrival and are reminded of the need for social distancing. * Visitor badge is clearly visible at all time * Trust visitor form in completed on entry | | Yes | Tool box talks given to all contractors by estates team | | | M |
| **7.Extended Provision** | | | | | | | | | |
| **7.1 Breakfast and After School Club Provision** | | | | | | | | | |
| **Measures applied through the school day may be different to those at extended provision leading to increased risk of transmission**  **Educational provision must still be maintained for priority children when the school reopens** | M | | * Current government guidance is being followed. * Extended provision groups are arranged to be as consistent as possible. E.g. by year group/key stage with limited mixing between these groups (same hall but separate tables). * Clear records are maintained about attendance and group configuration to assist with test and trace operations if required. * Hygiene practices continue to be promoted and implemented throughout provision e.g. hand washing, catch it, kill it, bin it etc. * Enhanced cleaning is in operation. * Resource sharing is managed in line with school-based protocol e.g. quarantine or clean resources . * Advance booking system is in operation to control numbers in line with staff ratios. * Staff are aware of procedure for dealing with any person displaying symptoms. * Isolation space is available for anyone displaying symptoms. | | Yes | Breakfast Club & PlayZone will remain in the hall. | | | L |
| 9. Contingency Planning for Outbreaks | | | | | | | | | |
| 9.1 Responding to local outbreak | | | | | | | | | |
| **Local outbreaks of COVID19** | | H | | * All staff aware of and familiar with symptoms and process for reacting to a person on site who is displaying symptoms. * Resources displayed around school to raise awareness of symptoms. * Internal communication procedure is known (notify Head teacher, notify Trust SLT). * How to access a test information is displayed in key areas. * Parents are advised and strongly encouraged to have symptomatic child tested and to inform school of the result. * Parents can access LFT devices. * Contact details for Public Health England health protection team are known and easily accessible. * All new parent information is collected and recorded prior to start of term. * Contact detail check for returning pupils has been undertaken and records updated accordingly. * Communication procedure is in place and known to key staff to cascade information effectively to the community in the event that school is advised to close * Staff contact details are checked and updated. | | | Advice followed from local public health officials | M | |
| **Local lockdown results in return to remote education** | | H | | * School has continuity plan in place to provide remote education at short notice. * Continuity plan makes provision for a return to key worker/vulnerable children on site education. * Pupil information is up to date to ensure identification of those pupils who are vulnerable or extremely vulnerable * Appropriate systems are in place to provide remote education in line with curriculum and government guidance. * Remote Learning offer is live on the website. * Parents and pupils are familiar with using Microsoft Teams. | | | All staff delivering Blended Learning using Teams  Online learning offer published on website | L | |
| **10. Additional site-specific issues and risks** | | | | | | | | | |
| **Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them** | | | | | | | | | |
| **Social distancing not being adhered to supporting pupils with complex needs (also includes intimate care)** | H | | * PPE (masks, aprons & gloves) provided to staff facilitating intimate care. * Waste products to be double bagged. * Staff supporting complex needs pupils will sit at their side, not opposite and maintain as much distance as possible. * Risk assessments to be dynamic and provision reviewed when necessary. | | Yes | School is in regular contact with parents of complex needs pupils. | | | M |
| **Children bring equipment in to school that is contaminated.** | H | | * All children are to be provided with stationery packs and this is cleaned at least twice per day. | | Yes |  | | | L |
| **AstroTurf Use – Pupils coming into contact with high touch equipment/ breaking social distancing** | H | | * Football nets to be removed (high touch areas) * Each year group to be given a separate PE bag with a football and cones * Restricted numbers on AstroTurf at playtime (no more than 8 pupils) * Gate to be left open to reduce high touch areas * Staff member in upper PG zone to monitor * Pupils to be briefed on safe use * FA guidelines for football followed, and RA adapted as needed * No handling of the ball allowed | | Yes | * School to keep contact with Steve Gates around guidance and best practice * KS1 class footballs to be put away and handled by staff (after cleaning) | | | L |

Additional Risk Assessments are in place for:

• Pregnant staff

• Individual risk assessments linked to supporting children with behavioural needs e.g. spitting

• Educational Visits