

## 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 DfE

<b>Assessment conducted by:</b>	Jonathan Bean	<b>Job title:</b>	Headteacher	<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers
<b>Date of assessment:</b>	07/01/2022	<b>Review interval:</b>	Termly or in line with updates	<b>Date of next review:</b>	01/03/2022

Related documents	
<b>Trust documents:</b> See COVID-19 section of website <a href="http://www.watertonacademytrust.org">www.watertonacademytrust.org</a>	<b>Government guidance:</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a>

	Risk rating High (H), Medium (M), Low (L)	Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> 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)
<b>1. Establishing a systematic process of full opening, including government recommended measures</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>1.2 Organisation of teaching spaces</b>					
Classroom sizes will not allow recommended layout of desks	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
Large spaces need to be used as classrooms	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>1.3 Availability of staff and class sizes</b>					
The number of staff who are available is lower than that required to teach classes in school	H	<ul style="list-style-type: none"> <li>Individuals are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: they are fully vaccinated, they are below the age of 18 years and 6 months, they have taken part in or are currently part of an approved COVID-19 vaccine trial, they are not able to get vaccinated for medical reasons</li> <li>Contingency plans are in place with available HLTAs so that the staffing timetable can be rearranged.</li> <li>SLT have direct contacts for supply agencies and re in regular contact to ensure cover can be sourced. <ul style="list-style-type: none"> <li>Cover supervisors can be used when required to cover class.</li> <li>Individuals now only need to self-isolate if they test positive.</li> </ul> </li> <li>Isolating staff will teach from home if well enough so that pupils still have access to their class teacher.</li> </ul>	Y	<p>The Trust and academies will actively promote vaccination of all adults who are eligible.</p> <p>Absence rates are currently increasing due to increased COVID numbers.</p>	M
<b>1.4 Prioritising provision</b>					
Disruption to education has had a varied impact on pupils	L	<ul style="list-style-type: none"> <li>Plans are in place to identify and support additional learning needs</li> <li>Pastoral and SEND support is deployed wherever possible to support prioritised pupils. <ul style="list-style-type: none"> <li>Efforts continue to improve the attendance of all pupils.</li> <li>Interventions &amp; Catch-Up plans are in place in school.</li> </ul> </li> <li>Regular Pupil Progress meetings will focus on catch-up, along with parents' meetings. <ul style="list-style-type: none"> <li>Laptops and other devices are distributed to support with home learning.</li> </ul> </li> <li>Parents have been briefed and receive regular updates on home learning protocols.</li> <li>Isolating staff will teach from home if well enough so that pupils still have access to their class teacher.</li> </ul>	yes	Although conditions have altered in relation to operations, the disruption to daily routine must still be considered.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1.5 The school day</b>					
The start and end of the school day create risks of breaching social distancing guidelines	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> <li>A two-tiered start and finish time is in place to reduce the overall number of people on the playground at any one time.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>1.6 Planning movement around the school</b>					
Movement around the school risks breaching social distancing guidelines	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedures.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>1.7 Staff workspaces</b>					
Staff rooms and offices do not allow for observation of social distancing guidelines	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>1.8 Policy/Procedure review</b>					
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	L	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and other stakeholders have been briefed accordingly.</li> <li>A revised RA is in place and an Outbreak Management Plan has been shared</li> <li>Pre-Covid standard operations will be re-instated unless specifically communicated via RAs or Trust advice.</li> <li>COVID-specific policies are available and will be used in the event of a lockdown or further restrictions.</li> </ul>	yes	<p>All policies have, have or are currently being reviewed as standard practice.</p> <p>COVID specific policies will be in place if required.</p>	L
<b>1.9 Communication strategy</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place: Staff, Pupils, Parents, Governors/Trustees, Local authority, Regional Schools Commissioner, Professional associations, Other partners. <ul style="list-style-type: none"> <li>Consistent message is being delivered throughout the organisation.</li> </ul> </li> <li>School sends regular updates to all stakeholders through communication channels. <ul style="list-style-type: none"> <li>COVID is a standing item on all internal school meetings.</li> </ul> </li> </ul>	Y	<p>Ensuring good hygiene for everyone (in line with DfE guidance) will continue to be implemented.</p> <p>WAT communicate RA with other professional bodies.</p> <p>Trust website COVID19 section continually updated.</p> <p>Emails &amp; text used to communicate key/consistent messages to all staff.</p>	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)
<b>1.10 Staff induction and CPD</b>					
Staff are not trained in new procedures, leading to risks to health	L	<ul style="list-style-type: none"> <li>Staff are now familiar with the good hygiene for everyone practices and therefore additional training is not a requirement.</li> <li>Procedures relating to health, safety and fire etc. will revert in the main in line with pre-Covid protocols and therefore there is no requirement for additional training other than standard refresher training.</li> </ul>	Y	Fire/evac/invac drills are booked in for the spring term.  All DFE guidance has been distributed to staff, and staff are regularly reminded on current COVID protocols.	L
New staff are not aware of policies and procedures prior to starting at the school	L	<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff (in person).</li> <li>Revised documentation is issued to all new staff prior to them starting.</li> <li>A new staff handbook has been developed and provided to all existing and old staff.</li> </ul>	Y	Risk assessment part of induction process for any new / returning staff / supply staff. Risk assessment sent prior to starting. Briefing information for visitors to site including supply.	L
<b>1.11 Free school meals</b>					
Pupils eligible for free school meals do not receive provision during any local lockdown	L	<ul style="list-style-type: none"> <li>Provision for free school meals has been built into the Outbreak Management Plan and practice is now well established.</li> </ul>	Y	The school kitchen will provide hampers for any pupils isolating who qualify for FSM.	L
<b>1.12 Risk assessments</b>					
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.	L	<ul style="list-style-type: none"> <li>Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> <li>Risk assessments will continue to be reviewed and altered in line with guidance.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management plan Updates communicated to staff via email. RA from Norse & BCS received.	L
<b>1.13 School transport</b>					
Changes to public transport schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with starting times	L	<ul style="list-style-type: none"> <li>Academies will work with individual families to manage attendance/punctuality expectations in light of any limitations.</li> <li>EWO is aware of and working with families who are having difficulties in managing attendance.</li> <li>Bus timetables have been distributed to all parents who rely on buses, with routes a times highlighted for their specific area.</li> </ul>	Y	Office staff liaise with leaders regarding attendance and punctuality – work with families and EWO on an individual basis.  First day calls to be made to any non-attenders and parents are able to submit absence via Pupil Asset.  Stagecoach bus strike is causing significant disruption – school is in constant contact with these parents.	L

2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
<b>2.1 Cleaning</b>					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	M	<ul style="list-style-type: none"> <li>A plan for cleaning staff (including any deep cleans) is agreed with Barnsley Norse.</li> <li>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</li> <li>Pupils and staff have own frequently used equipment e.g. pens/pencils that are not shared</li> </ul>	Y	<p>All academies to follow good hygiene for all practices.</p> <p>Regular cleaning is in place, with each class teacher provided with cleaning items.</p>	L
<b>2.2 Hygiene and handwashing</b>					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> <li>Academies will remain well stocked and the Trust will monitor any potential shortages and respond accordingly.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Y	<p>Resources regularly reviewed and ordered. Trust procurement audit and purchase arrangements in place.</p> <p>Resources to be monitored by HT/ DHT</p>	L
Pupils forget to wash their hands regularly and frequently	M	<ul style="list-style-type: none"> <li>Good hygiene routines are in place across school and reinforced in class.</li> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.               <ul style="list-style-type: none"> <li>Posters reinforce the need to wash hands regularly and frequently.</li> </ul> </li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>Handwashing takes place on entry to school, prior to departure and at set times throughout the day, before and after eating, after coughing/sneezing.</li> <li>Hand sanitiser is provided in locations where hand washing facilities are not readily available.</li> </ul>	Y	<p>Handwashing built into daily routines at regular points during the day for staff and children. Children shown how to hand wash effectively. Hand sanitiser available at points throughout school.</p>	L
<b>2.3 Clothing/fabric – NO LONGER APPLICABLE</b>					
<b>2.4 Testing and managing symptoms</b>					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.               <ul style="list-style-type: none"> <li>The guidance has been explained to staff</li> </ul> </li> <li>Twice weekly lateral flow tests are encouraged and available via the office.</li> <li>Changes to guidance around staff isolating will also reduce significantly the risk of insufficient ratios.</li> <li>7 day LFT testing periods have been explained to staff, and all staff understand.</li> <li>Day 6 and 7 testing procedures are in place for all staff and have been emailed.               <ul style="list-style-type: none"> <li>All tests are stored centrally and stock managed by the LFT co-ordinator.</li> </ul> </li> </ul>	Y	<p>Staff member in place to manage stock and reordering of LFTs.</p>	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> <li>Individuals are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply: they are fully vaccinated, they are below the age of 18 years and 6 months, they have taken part in or are currently part of an approved COVID-19 vaccine trial, they are not able to get vaccinated for medical reasons</li> <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> </ul>	Y	<p>HR to provide guidance to Heads and staff on absence reporting, recording and management.</p> <p>Regular communications have been sent to all staff and parents</p>	M

		<ul style="list-style-type: none"> <li>Pupils, parents and staff are aware of what steps to take if they display symptoms.</li> <li>A record of any positive COVID-19 test in staff or pupils is reported to the Trust on a case by case basis. <ul style="list-style-type: none"> <li>Close contacts are identified and advised to participate in 7 day testing.</li> </ul> </li> </ul>			
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 or in the event of a positive case being confirmed.	M	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance. <ul style="list-style-type: none"> <li>This guidance has been explained to staff and pupils as part of ongoing communications.</li> </ul> </li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. <ul style="list-style-type: none"> <li>Guidance is sent centrally from WAT, and then reinforced by school.</li> </ul> </li> <li>Parents are in regular contact with school and know who to contact with any questions.</li> </ul>	Y	Trust communication to be updated and sent to all parents/carers and staff for September.	L
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	L	<ul style="list-style-type: none"> <li>Changes to self-isolation guidance have reduced significantly the risk of staff shortages in the identified areas.</li> <li>School has a number of staff trained in these areas to ensure someone is always available.</li> </ul>	Y	On site: 1 x DSL, 3 x DDSL, 1 x FAWW, 3 x PFA, 20 x FAs	L
<b>2.6 Medical rooms</b>					
Medical rooms are not adequately equipped or configured to maintain infection control or there is not a dedicated medical room in school	L	<ul style="list-style-type: none"> <li>Practice and provision is now well established across all academies. <ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> </ul> </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. <ul style="list-style-type: none"> <li>Appropriate PPE is available within the medical room</li> </ul> </li> </ul>	Y	Room is identified and designated as a medical room and can be used to isolate a person displaying symptoms whilst awaiting collection.	L
<b>2.7 Communication with parents</b>					
Parents and carers are not fully informed of the health and safety requirements for the return of children to academies after the Christmas break.	L	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in this document, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.</li> <li>A COVID-19 section on the Trust website has been created and is regularly updated. <ul style="list-style-type: none"> <li>There have been no changes to guidance from Dec 2021.</li> </ul> </li> </ul>	Y	Up to date communications sent to parents at regular intervals.  Signposting to available information.  Communications available by text, Twitter, email.	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a regular basis via all communication channels. <ul style="list-style-type: none"> <li>Parents know who to contact at school for advice.</li> </ul> </li> </ul>	Y	Signposting - ongoing communication through text messaging/school website ongoing welfare calls.	L
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines	L	<ul style="list-style-type: none"> <li>Staff have been briefed and received all guidance on rules regarding face coverings, and wear than in all non-teaching spaces (e.g staff room, staff meeting, hall, corridors)</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Y	Appropriate PPE is available for staff providing intimate care. PPE continually audited and reordered when necessary. Staff member to oversee PPE levels.	L

3. Maximising social distancing measures					
<b>3.1 Pupil behaviour</b>					
Pupils' behaviour does not comply with social distancing guidance	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>3.2 Classrooms and teaching spaces</b>					
The size and configuration of classrooms, teaching spaces and cloakrooms does not support compliance	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>3.3 Movement in corridors</b>					
Social distancing guidance is breached when pupils circulate in corridors	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>3.4 Break times</b>					
Pupils may not observe social distancing at break times	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>3.5 Lunch times</b>					
Pupils may not observe social distancing at lunch times	L	<ul style="list-style-type: none"> <li>Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>3.6 Toilets</b>					
Queues for toilets and handwashing risk non-compliance with social distancing measures	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
<b>3.8 Reception area</b>					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> <li>In line with guidance, face coverings are worn by all visitors in reception, with surplus available.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L

3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
3.11 Staff areas					
Staff rooms and offices do not allow for observation of social distancing guidelines	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> <li>Face coverings are worn in all non-teaching spaces.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	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	<ul style="list-style-type: none"> <li>N/A - Shielding is no longer advised clinically extremely vulnerable people are advised, as a minimum, to follow the same guidance as everyone else. The use of rapid lateral flow tests will continue to help identify individuals with COVID-19. This along with other infection prevention and control measures shall help manage the spread of the virus and will also help keep safe those who are clinically extremely vulnerable and their families.</li> </ul>	Y	The vaccine programme is promoted and recommended for all staff.	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	<ul style="list-style-type: none"> <li>Shielding is no longer advised clinically extremely vulnerable people are advised, as a minimum, to follow the same guidance as everyone else. The use of rapid lateral flow tests will continue to help identify individuals with COVID-19. This along with other infection prevention and control measures shall help manage the spread of the virus and will also help keep safe those who are clinically extremely vulnerable and their families.</li> </ul>	Y	<p>Additional RAs are in place for relevant staff – e.g pregnant staff (standard practice).</p> <p>The vaccine programme is promoted and recommended for all staff.</p>	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 is closed and by the COVID-19 crisis in general	H	<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/ assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). <ul style="list-style-type: none"> <li>Resources/websites to support the mental health of pupils are provided. <ul style="list-style-type: none"> <li>External / professional advice sought where concerns escalate</li> </ul> </li> </ul> </li> </ul>	Y	<p>Learning Mentor has time dedicated to supporting pupils' mental health post-COVID.</p> <p>Supported offering in class through PHSCE sessions.</p>	L



5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected by the COVID-19 crisis in general	M	<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.               <ul style="list-style-type: none"> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Counselling services are available through WAT.</li> </ul> </li> </ul>	Y	SLT responsibility to check on welfare of all staff. HR to support where required.	L
Working from home can adversely affect mental health	L	<ul style="list-style-type: none"> <li>No staff in school are able to fulfil their role working home under the current WFH initiative.</li> <li>Any staff who are WFH due to isolation and kept in regular contact with school and support offered where required.</li> </ul>	Y		L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	L	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.               <ul style="list-style-type: none"> <li>Support is requested from other organisations when necessary.</li> </ul> </li> </ul>	Y	Advice from outside agencies as appropriate.	L
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	L	<ul style="list-style-type: none"> <li>Fire procedures will revert to pre-Covid arrangements and regular fire drills will take place to refresh the understanding of staff and children. Drills are booked in for each half-term.</li> </ul>	Y	Evacuation practise scheduled. Estates sign off.	L
Fire evacuation drills - unable to apply social distancing effectively	L	<ul style="list-style-type: none"> <li>N/A - Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan.	L
Fire marshals absent due to self-isolation	L	<ul style="list-style-type: none"> <li>Changes to self-isolation guidance have reduced significantly the risk of staff shortages in the identified areas.               <ul style="list-style-type: none"> <li>Several staff are trained as fire marshals.</li> </ul> </li> </ul>	Y	4 x fire marshals in school	L
6.2 Managing premises on reopening after lengthy closure – CURRENTLY NOT APPLICABLE					
6.3 Contractors working on the school site					
Contractors/supply staff and other external agencies on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> <li>Social distancing guidelines have now been removed and bubbles will not be the normal operating procedure.</li> <li>COVID-19 risk assessments/operation plans for key contractors have been provided and checked by estates and SLT</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).</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).               <ul style="list-style-type: none"> <li>Visitor badge is clearly visible at all times.</li> </ul> </li> </ul>	Y	The only case where social distancing will be in place is during an identified outbreak. Previous arrangements will then be applied in line with the Outbreak Management Plan. Guidance in place for visitors on site. Visitor book / forms updated. Trust estates team have delivered toolbox talks to all contractors. All visitors to read school risk assessment / visitor guidance and share their risk assessments with school. Assurance that contractors will not visit site without an appointment.	L

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	L	<ul style="list-style-type: none"> <li>Measures for wraparound provision and clubs will fall in line with those taken during the school day.</li> </ul>	Y	Breakfast Club & PlayZone have returned to full capacity.	L
8. Contingency Planning for Outbreaks					
8.1 Responding to local outbreak					
Delay in responding increases risk of transmission within the setting (case confirmed on site)	L	<ul style="list-style-type: none"> <li>An Outbreak Management Plan is in place; this contains clear guidance in relation to what constitutes an outbreak.</li> <li>Trust monitoring will continue and advice relating to outbreaks will be communicated to academy leaders where appropriate.</li> </ul>	Y	See Outbreak Management Plan ( <a href="https://churchfieldprimary.org/home-learning/">https://churchfieldprimary.org/home-learning/</a> )	L
Communication channels cause delay in informing stakeholders	L	<ul style="list-style-type: none"> <li>An Outbreak Management Plan is in place; this contains clear guidance in relation to what constitutes an outbreak.</li> <li>Trust monitoring will continue and advice relating to outbreaks will be communicated to academy leaders where appropriate.</li> </ul>	Y	See Outbreak Management Plan ( <a href="https://churchfieldprimary.org/home-learning/">https://churchfieldprimary.org/home-learning/</a> )	L
Local lockdown results in return to remote education	L	<ul style="list-style-type: none"> <li>An Outbreak Management Plan is in place; this contains clear guidance in relation to what constitutes an outbreak.</li> <li>Trust monitoring will continue and advice relating to outbreaks will be communicated to academy leaders where appropriate.</li> </ul>	Y	See Outbreak Management Plan ( <a href="https://churchfieldprimary.org/home-learning/">https://churchfieldprimary.org/home-learning/</a> )	L

Additional Risk Assessments are in place for:

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