

Covid-19 Operational Risk Assessment for School Re-opening January 2021

This risk assessment is undertaken in conjunction with the guidance on school reopening issued by the Department for Education:

Guidance for full opening: special Schools and other specialist settings

Coronavirus (Covid-19) Implementing protective measures in education and childcare settings

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

Risk Assessment carried out by – Helen Elphick	Job title – Head Teacher	Date of assessment – 26 th February 2021
Review interval - weekly	Previous date reviewed and published: 11 th January 2021	

Related documents	
Local Authority documents: Framework for re-opening West Sussex Schools from 1st September 2020 West Sussex Schools – Risk Assessment Tool “Curriculum beyond lockdown”	Government guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings

Risk matrix

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

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. Health and Safety					
1.1 Fire					
That there are sufficient fire marshals to ensure that the building has been cleared in an emergency	L	<ul style="list-style-type: none"> Sufficient fire marshals are in school at all times 	Y		L
Fire evacuation drills - unable to apply social distancing effectively	L	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y		L
1.2 First Aid					
Designated First Aiders and Designated Safeguarding Leads not in school	L	<ul style="list-style-type: none"> All staff first aid trained First Aid certificates are all in date. A programme for training is in place. 4 members of SMT are safeguarding leads and there is always one in school. 	Y Y Y Y	All staff receiving first Aid refresher training on 3 rd / 4 th September	L
1.3 School Building Assessment					
Constraints of covid measures results in a school building assessment not being done	L	<ul style="list-style-type: none"> A risk assessment has been completed of the schools premises fabric, layout, mechanical / electrical systems and other features 	Y		L
1.4 Managing premises on reopening after summer holidays					
All systems may not be operational	L	<ul style="list-style-type: none"> School has been operational throughout the period Government guidance is being implemented where appropriate. 	Y Y		L

Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> All statutory compliance is up to date. Water systems have been maintained. 	Y Y		L
1.5 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	L	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. 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). 	Y Y Y Y Y Y		L
1.6 Staffing Risk Assessments					
Staff are physically and mentally able to return to work	M	<ul style="list-style-type: none"> All staff to have an individual risk assessment 	N	<ul style="list-style-type: none"> All risk assessments to be completed on 7th September Staff can request another risk assessment if desired at anytime. 	
Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2. Risk of Transmission of the Virus					
2.1 Cleaning					

Sufficient cleaning capacity so standards are met	L	<ul style="list-style-type: none"> • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • All staff to clean as they go along throughout the school day. 	Y Y	<ul style="list-style-type: none"> • Dan is meeting regularly with cleaning staff • All classrooms to have their own cleaning checklist. 	L
2.2 Hygiene and handwashing					
Adequate supplies of soap and hand sanitiser to ensure pupils and staff do wash their hands with sufficient frequency	L	<ul style="list-style-type: none"> • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	Y	<ul style="list-style-type: none"> • Adequate supplies are in school 	L
Pupils need to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need and to help them to wash their hands regularly and frequently. • Posters reinforce the need to wash hands regularly and frequently. • Staff monitor the extent to which handwashing is taking place on a regular and frequent basis. • Emphasis on the “catch it, bin it, kill it” guidance 	Y Y Y	<ul style="list-style-type: none"> • Teachers to do lessons around hand washing at beginning of term. 	M
2.3 Ventilation					
Adequate ventilation to reduce transmission of the virus	M	<ul style="list-style-type: none"> • Windows to be open in classrooms • Doors to be opened as appropriate and when classroom is empty. • Reduced numbers in all classrooms • Staffrooms to have windows that can be opened. 	Y	<ul style="list-style-type: none"> • 	M
2.4 Personal Protective Equipment (PPE)Y					
Ensuring that the provision of PPE for staff where required is in line with government guidelines	M	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE 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 can wear masks if they choose and follow the guidelines. Visors can be worn when staff feel that there is a heightened risk of infection due to individual pupil needs. • It is recommended that staff wear masks when managing behaviour, sensory, medical and intimate care needs. 	Y Y Y	<ul style="list-style-type: none"> • masks and visors are in school in head's office. • Ally investigating medical grade masks for all staff • There are enough aprons and gloves in school • Guidance given to staff wearing PPE 	L

		<ul style="list-style-type: none"> Staff need to wear masks when at the hatch in the hall to receive lunch. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Guidelines for pupils who are able to wear masks in school has been sent to parents 25/02/21 			
3. Response to Infection					
3.1 Testing and managing symptoms					
Testing needs to be used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> All staff testing at home twice a week from the 8th March using the lateral flow tests. Up to 8th March staff are testing in school up to twice a week. Parents / carers can test their secondary aged child in school in the week commencing 1st March after which they will take a test kit home to test their child twice weekly. Parents / carers are responsible for registering the test results. All staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Guidance on getting tested has been published. The guidance has been explained to staff via email. Post-testing support is available for staff through the school's health provider. 	Y Y Y Y	<p>Surrey and Sussex HPT (South East) at Public Health England County Hall North Chart Way Horsham RH12 1XA Email – PHE.sshpu@nhs.net Tel – 0344 225 3861 Out of hours advice – 0844 967 0069</p>	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place through CPOMS Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the local authority. 	Y Y Y Y	<ul style="list-style-type: none"> Not all pupils will social distance Staff to promote the 'catch it, bin it, kill it' approach 	M

Staff, pupils and parents need to be aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	M	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y Y Y	<ul style="list-style-type: none"> Guidance to be resent out Not all pupils will social distance 	M
Staff, pupils and parents need to be aware of the school's procedures should there be a confirmed case of COVID-19 in the school	M	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y Y Y	<ul style="list-style-type: none"> Guidance to be resent out 	L
3.2 Medical rooms					
Medical rooms need to be adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> The weighing room is designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. The nurse side room is available for testing of pupils and staff. Parents / carers are overseen testing their child on the first occasion by Tony or Sharon. 	Y Y	<ul style="list-style-type: none"> 	L
3.3 Communication with parents					
Parents and carers must be fully informed of the health and safety requirements for pupils returning to school.	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations using a range of communication tools. 	Y	<ul style="list-style-type: none"> 	L
Parents and carers must understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, newsletter and the school's website. 	Y	<ul style="list-style-type: none"> 	

4. Transport					
4.1 Managing School transport					
Transport issues as a result of COVID-19 adversely affect pupils' attendance and punctuality	H	<ul style="list-style-type: none"> West Sussex Transport inform: Parents of the details of how pupils will travel to and from school prior to them returning to school. Inform drivers and escorts of PPE issues related to our pupils Inform drivers and escorts of the social distancing measures to be followed as far as possible on all modes of transport. Staff to wear masks when collecting and taking pupils to school transport 	Y	Transport staff to be reminded to wear their masks correctly by WSCC.	M
Transport staff and parents need to social distancing in the car park	H	<ul style="list-style-type: none"> Markings and notices have been put at all entrances for everyone to adhere to Transport staff have been asked to stay in their vehicles School staff to collect pupils from the vehicles to prevent transport staff coming into school. Pupils on school transport being collected from transport at 8.50 as usual and are going out to transport at 2.50. Parents arriving after school transport have left at 9.10 and 3.10 Parents who have driven to school are asked to stay in their cars and school staff will collect pupils from vehicles. Staff to wear masks when collecting and taking pupils to all transport. 	Y Y Y		M
5. Other Health and Safety concerns					
5.1 Attendance for Pupils who are Shielding or self-isolating					
Pupils who are shielding or self-isolating need to engage with remote learning	M	<ul style="list-style-type: none"> Teachers to continue weekly communication with parents of pupils not in school Learning continues to be sent home for pupils not accessing school following what is being taught in school. Time to talk zoom calls will be set up once a week following the school policy on the use of zoom. 	Y Y	Remote learning explanation on the website in line with guidance.	L
5.2 Catering					

Managing hot dinners effectively for kitchen staff.	L	<ul style="list-style-type: none"> The kitchen have undertaken a risk assessment and shared it with SMT All staff aware of the arrangements in place to manage school dinners. All kitchen staff wear masks at all time Staff to wear masks when at the kitchen hatch Everyone to stand behind the red line when waiting. 	Y Y		L
5.3 Estates					
Building checks need to have taken place	L	<ul style="list-style-type: none"> All building checks have been undertaken to make the school safe Air conditioning has all been checked Fire doors all close automatically in the event of the fire alarm being activated. 	Y Y Y		L
5.4 Educational Visits					
Educational visits need to comply with COVID secure measures	M	<ul style="list-style-type: none"> All educational visits are risk-assessed in line with covid secure measures. Pupils stay in their bubbles in small groups 	Y Y		L
5.5 Extra-curricular Provision					
Pupils are crossing pods in extra – curricular provision	H	<ul style="list-style-type: none"> No after school clubs for the Spring term and parents informed 	Y	After school provision to be re-assessed at end of spring term.	L
5.6 Curriculum risk					

The broad curriculum is put at risk due to covid restrictions	L	<ul style="list-style-type: none"> The curriculum continues to be broad and balanced Teachers plan music and PE lessons to take into account covid risks Any required remote education is high quality and follows in-school provision. 	Y Y Y		L
5.7 Pupil Wellbeing and Support					
Pupils need to be well-supported in their well-being on returning to school	M	<ul style="list-style-type: none"> Arrangements are in place to manage pupil-well being Arrangements are in place to identify anxiety in pupils are prevent it escalating. Arrangements are in place to manage school community anxiety and prevent it escalating. PLEASE SEE SAFEGUARDING SECTION	Y Y Y		L
5.8 Contingency Planning for Outbreaks					
Staff, pupils and parents need to be aware of the school's procedures should there be a local outbreak of COVID-19	M	<ul style="list-style-type: none"> Arrangements are in place for staff, pupils and parents to receive clear communications informing them of current government guidance on any local outbreaks and how this will affect the school. SMT to follow the guidance given by PHE health protection team or local authority. Any updates or changes to guidance are communicated in a timely and effective way to all stakeholders. 	Y Y Y		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)
6. Establishing a systematic process of operating the school					
6.1 How Children are Grouped					
Pupils need to remain in groups to help prevent the spread of Covid.	H	<ul style="list-style-type: none"> All pupils will be in school from the 8th March unless they are extremely critically vulnerable. Pupils will remain in their classes for as many lessons as possible. Pupils will be in bubbles of Nursery, KS1, KS2, seniors and college. Lunch and breaks will be staggered and use all available play areas Pupils continue to be supported when not at school with remote learning at home 	Y Y Y	Art to take place in classes Drama in departments. Some pupils are not able to social distance. Timetable for playground and other outside areas to ensure no mixing of bubbles.	M
6.2 Organisation of teaching spaces					

Classroom arrangements need to encourage social distancing	H	<ul style="list-style-type: none"> Where it does not impact the curriculum or learning classrooms re-modelled to encourage social distancing. Where possible pupils are facing forward and sitting apart side by side. 	Y Y Y	Resources in classes carefully considered as to whether vital. Books not being shared	M
Large spaces need to be used by different groups during the school day.	M	<ul style="list-style-type: none"> Some classes to eat lunch in their classrooms KS2 to attend assembly on a Monday with other classes zooming in Seniors to attend assembly on a Friday with other classes holding it in their classrooms. Design layout and arrangements in place as far as possible to enable social distancing 	Y Y Y Y	KS2 classes, Oaks, Willows and firs classes to eat in classrooms KS1 to eat in hall Senior classes to collect their lunch when hall empty and eat in classrooms – cannot queue by hatch.. All large events this term to be cancelled.	M
6.3 Large Gatherings					
Large gatherings result in mixed Pods and lack of social distancing	H	<ul style="list-style-type: none"> No large gatherings have been organised for the second half of the Spring term 	Y	To review risk assessment on large gatherings before half term.	L
6.4 Organisation of classroom resources					
Classrooms have numerous resources to aid with learning	H	<ul style="list-style-type: none"> Resources in each class limited to what is necessary Books divided between classes so no sharing of books takes place All resources to be thoroughly cleaned after each use. 	Y Y Y	Books not being shared between classes	L
Other whole school resources cannot be effectively cleaned	H	<ul style="list-style-type: none"> Rebound therapy is not available during this period Soft play room only to be used to positively support behaviour. Swimming towels to be washed after each use Forest school equipment to be wiped down after each class group 	Y Y Y Y	To be reviewed at end of term	L

6.5 Requirements for shared equipment					
Shared equipment needs to be cleaned affectively between usage	H	<ul style="list-style-type: none"> Planning takes account of the need for equipment to be cleaned between each use. Equipment which cannot be cleaned will not be used eg trampoline 	Y Y		L
Sufficient cleaning standards met to enable sharing of equipment between pupils – Acheeva bed	H	<ul style="list-style-type: none"> There are 2 acheeva beds in school. Currently to be used within each bubble (oaks and firs) and seniors at present. (to be reviewed if further pupils identified to use). Each child to have own removable cover which can be laundered on site weekly – currently stored in therapy room Under mattress to be wiped with Clinell wipe or similar after sheet removal / change Additional measure of child's own bed sheet to be sent in from home to give extra protective layer All other surfaces can be wiped with clinell wipes or similar disinfectant spray, including pillows, rolls and brackets <p>Wipeable pillows and positioning aids to be used instead of fabric and cleaned before and after each use</p>	Y Y Y Y Y Y	Laundry to be done in the Oaks laundry on a weekly basis by staff.	L
6.6 Requirements for outdoor play equipment					
Outdoor play equipment cannot be cleaned effectively	H	<ul style="list-style-type: none"> Some outdoor play equipment wiped down by staff between uses as possible. Pupils to wash their hands before going outside and when coming in from the playground. 	Y		M
6.7 Restrictions on equipment brought into school and taken home					
Pupils bring unnecessary equipment into school	H	<ul style="list-style-type: none"> Pupils put items away when arriving in school and wash hands. Items are not touched until the end of the school day. 	Y		M
6.8 Measures for specialist therapists					

The provision given by therapists results in staff crossing bubbles	H	<ul style="list-style-type: none"> Designated therapists for each bubble. Therapists to work individually with pupils in separate building when appropriate and maintain social distancing as far as possible. Therapists to collect pupils from the classrooms without entering. Pupils to wash hands before returning to the classroom When necessary therapists will be in classes for shortest time possible and will follow their guidance on the use of PPE 	Y Y Y Y		M
6.9 Measures for dual registered pupils					
Pupils spread covid across schools	H	<ul style="list-style-type: none"> Excellent communication between the two school placements via school staff Dual placements pupils to attend both placements. 	Y		M
6.10 The school day					
The start and end of the school day need to consider social distancing guidelines	H	<ul style="list-style-type: none"> Start and departure times are staggered by staff with school transport arriving at 8.50 and loaded at 2.50. Pupils brought in by parents to arrive at 9.10 and collected at 3.10 The number of entrances and exits to be used is maximised by pupils entering their classrooms through back doors. Staff and pupils are briefed and signage provided to identify which entrances, exits to use. Signs to be put up to avoid groups of people congregating in key places. Eg. Main entrance. Floor markings are visible where it is necessary to manage any queuing. 	Y Y Y Y Y Y		L
6.11 Planning movement around the school					
Movement around the school needs to consider social distancing guidelines	H	<ul style="list-style-type: none"> Staff to wear masks when they are not in their designated bubble area. Signs displayed to clearly show different zones. Corridors to be avoided as much as possible as they are too narrow. Pinch points and bottle necks are identified and managed by staff awareness. Corridors, office, front desk, hub Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms. 	Y Y Y Y	Pupils not coming up to the office but remaining in class bases	L

		<ul style="list-style-type: none"> Staff to remain in classrooms as much as possible with support from receptionist. Breaks and lunches are staggered to avoid overcrowding and different groups allocated different rooms. Lessons to take place in classrooms as much as possible Use of toilets designated to bubbles. 	Y Y Y		
6.12 Movement in corridors					
Social distancing guidance needs to be considered when pupils move in corridors	H	<ul style="list-style-type: none"> Any pinch points/bottle necks are identified and managed accordingly. The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. Lesson change overs are staggered to avoid overcrowding. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 	Y Y Y Y Y Y	•	L
6.13 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups at different times. 	Y Y Y Y Y	•	M
6.14 Lunch times					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands before and after eating. Dining area layout has been configured to ensure social distancing. Tables are blocking kitchen to ensure social distancing. Additional arrangements are in place, such as staggering lunch times, delivering trolleys to classrooms, pupils eating in classrooms or other spaces. Eating areas are cleaned after lunch. 	Y Y Y Y Y Y	•	L
6.15 Toilets					
Small toilet areas and waiting for toilets and handwashing needs to	H	<ul style="list-style-type: none"> Pupils from one bubble to only be sent to the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day. 	Y Y Y	•	L

consider social distancing measures		<ul style="list-style-type: none"> The toilets are cleaned daily. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied daily. Pupils are reminded regularly on how to wash hands and are supervised in doing so as required. 	Y Y Y Y		
6.17 Medical Rooms					
The configuration of medical rooms need to consider social distancing measures	L	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged – weighing room Procedures are in place for the weighing room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y Y Y	•	L
6.19 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) needs to consider social distancing guidelines	H	<ul style="list-style-type: none"> Everyone to wear a mask in the reception area. Staff and pupils encouraged not to linger in lobby. 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. Potential visitors are asked not to visit the school during school hours. 	Y Y Y Y	•	L
6.20 Arrival and departure from school					
Pupils and parents need to socially distance at exits and entrances.	H	<ul style="list-style-type: none"> Start and finish times are staggered for transport and parents collecting pupils. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage, including external drop-off and pick-up points. Messages to parents stress the need for social distancing at arrival and departure times. Staff collecting and bringing pupils to parent's cars. 	Y Y Y Y	•	L
6.21 Staff areas					

The configuration of staff rooms and offices considers social distancing measures	H	<ul style="list-style-type: none"> Art room to be used as a staff room for seniors, KS1 and KS2 using staffroom, Oaks using backroom, Willows using Firs class (currently empty) Number of staff in offices to be limited to allow for social distancing between staff. 	Y Y	•	L
6.22 Transition arrangements					
Pupils beginning at the school or moving on to the next phase in their education need to feel prepared for the transition	H	<ul style="list-style-type: none"> Regular communications with the parents of incoming pupils are in place, including letters, newsletters. Virtual tours of the school are available for parents and pupils as appropriate. Induction days for pupils and parents are planned. Teachers to talk to year 14 leavers and their parents to ensure everything is in place. There is regular and effective liaison with the destination institutions to assist with pupils' transition. 	Y Y Y Y Y		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)
7. Staffing					
7.1 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding must be identified ensuring measures have been put in place to protect them	L	<ul style="list-style-type: none"> All members of staff with underlying health issues or pregnant, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions or pregnant have been asked to seek and act on 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. Current government guidance is being applied. All staff can wear masks at all times. 	Y Y Y Y	•	L

7.2 Availability of Staff					
There is the required number of staff in school to teach classes in school and operate effective home learning if required	L	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned by Ally Flexible and responsive use of SSA's and HLTA's to supervise classes is in place. Full use is made of testing to inform staff deployment. 			L
7.3 Staff induction and CPD					
Staff need to be trained in new procedures avoiding risks to health	L	<ul style="list-style-type: none"> Guidance sent out to all staff prior to starting at the school. Induction and CPD programmes are in operation for all staff prior to starting and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Safeguarding Risk management 	Y Y	Staff have all undertaken online courses. Tony has continued with induction for new staff.	L
New staff need to be aware of policies and procedures prior to starting at the school when it reopens	L	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. Guidance is issued to all new staff prior to them starting. 	Y N		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)
8. Curriculum					
8.1 Curriculum provision to prioritise health and hygiene practice					

The curriculum needs to take into account the need to prioritise health and hygiene	H	<ul style="list-style-type: none"> Teachers to prioritise the teaching of health and hygiene in both discreet lessons and at appropriate opportunities 	Y		M
8.2 Prioritising an appropriate curriculum to support pupil wellbeing					
The curriculum needs to take into account the impact of covid on emotional, social, physical and mental well-being	H	<ul style="list-style-type: none"> Teachers continue lessons around understanding emotions and well-being and are continuously assessing, identifying barriers and impact and supporting pupil's individual well-being. 	Y		L
8.3 Curriculum Planning					
Curriculum planning needs to take into account current government guidance.	H	<ul style="list-style-type: none"> Teachers are aware of current government guidance. Pupils identified to benefit from catch up provision Teachers meet regularly in their teams to discuss planning and support each other 	Y Y	Play therapist employed and working with identified pupils Reading recovery teacher being trained and supporting identified pupils with reading. See catch up funding report on website.	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)
9. Wellbeing					
9.1 Pupil Risk Assessments					
All pupils with an EHCP need an individual risk assessment	M	<ul style="list-style-type: none"> Risk assessments have been put in place for individual pupils 			L
9.2 Pupils with underlying health issues					

Pupils with underlying health issues or those who are shielding must be identified and measures need to put in place to protect them	L	<ul style="list-style-type: none"> Parents have been provided with clear guidance. Parents to provide professional clarification saying their child is able to be in school if they are classed as clinically extremely vulnerable and parents wish them to attend. School are aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Y Y Y Y	•	L
9.3 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing are shared by staff through posters, floor markings, stories and games. Staff model social distancing as far as possible. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured using various areas around the school to support social distancing and are closely supervised. Small groups of children are supported by consistent staffing as far as possible Groups remain as consistent as possible throughout this period All staff to read individual pupils positive behaviour support plans, teachers to update as required. Staff can wear visors with masks when deemed necessary by pupil's behaviour. 	Y Y Y Y Y Y	• Not all pupils will social distance	M
Pupils need positive touch to help them manage their behaviour	M	<ul style="list-style-type: none"> Teachers to use CPOMS to ensure any form of concern is shared quickly All staff know how to complete a concern form All staff trained to notice changes in behaviour Staff to give touch as a form of reassurance or to help pupils exhibit pro-social behaviours when necessary and following government guidance as much as possible 	Y Y Y	•	L
9.4 Mental health concerns – pupils					

Pupils' mental health may have been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Class staff are 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. Feelings and wellbeing is discussed regularly in lessons Resources/websites to support the mental health of pupils are provided. 	Y Y Y Y	<ul style="list-style-type: none"> Ask it baskets to be introduced 	M
Pupils may be internalising anxieties	M	<ul style="list-style-type: none"> Staff to consider pupils "A day in the Life" form when supporting pupils. Teachers to use CPOMs to ensure any concern is shared quickly All staff know how to fill in a concern form 	N Y Y	<ul style="list-style-type: none"> 	L
Pupils may be concerned about returning to school	M	<ul style="list-style-type: none"> Teachers to support pupils are needed through conversations and any relevant resources. Communication with parents to support returning to school 	Y Y	<ul style="list-style-type: none"> 	L
Parents may be anxious about children returning to school	M	<ul style="list-style-type: none"> Teachers have regular communication with parents Teachers to support parents are appropriate 	Y Y	<ul style="list-style-type: none"> 	L
9.5 Mental health concerns – staff					
The mental health of staff may have been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> The wellbeing of staff is considered in all decision making. Various actions have been put in place to help with staff well-being – whats app groups, liaison between staff teams. Staff have been signposted to useful websites and resources. 	Y Y Y	<ul style="list-style-type: none"> 	M
Staff anxieties or diagnosed conditions may result in them needing support to return to school	M	<ul style="list-style-type: none"> Regular contact with school, staff teams and individuals Regular communication about what to expect Risk assessment shared with all staff Occupational Health referred to as required 	Y Y N Y	<ul style="list-style-type: none"> 	L

Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y Y Y Y	•	M
Anxieties from staff and pupils may escalate rather than reduce	M	<ul style="list-style-type: none"> All measures are regularly reviewed to ensure the wellbeing of the school community is sustained. Staff are aware of the support on offer via emails and staff noticeboard 	Y Y	•	L
9.6 Bereavement support					
Pupils and staff may be grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Y Y	•	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)
10. Safeguarding					
10.1 Safeguarding measures in place					
DSL available to lead school safeguarding provision or lead response to a specific safeguarding situation	L	<ul style="list-style-type: none"> DSL cover in school at all times 	Y		L
Staff to be made aware of existing statutory and C-19 policies and guidance	M	<ul style="list-style-type: none"> Statutory and C-19 safeguarding policies and guidance shared with all staff. All staff to undertake safeguarding refresher training in September 			L

Safeguarding risks to children not attending school.	M	<ul style="list-style-type: none"> All pupils not in school to have regular weekly contact with a member of staff. Use of CPOMS to share any concerns effectively with DSL and any other relevant people. 	Y Y Y		L
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)	Areas for concern
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11.1 Policies

Re-opening risk assessment available to all stakeholders	M	<ul style="list-style-type: none"> Risk assessment shared with all stakeholders – published on school website. 	N		L
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11.2 Policy review

Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies need to be fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> All relevant policies have been reviewed to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Y	Review fire evacuation procedures. Risk assessments taking place for staff and pupils	L
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11.3 Communication strategy

Key stakeholders need to be fully informed about changes to policies and procedures due to COVID-19, to mitigate risks to health	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff – email, daily news, zoom meetings, whats app groups Pupils/parents – email, e-schools, website, zoom meetings, phone calls, annual review conference calls Governors/Trustees – email, phone calls, zoom meetings Local authority – phone calls, zoom meetings Professional associations – emails, whats app group Other partners 	Y	Annual reviews to continue to take place via conference calls. Regular zoom meetings taking place for all groups of people plus contact via whats app	L
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11.4 Risk assessments

Risks need to be comprehensively assessed in every area of the school in light of COVID-19, in order to mitigate breaches of social distancing and hygiene guidance.	M	<ul style="list-style-type: none"> This risk assessment and government guidance to be followed in conjunction with school risk assessments. 	Y		
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)
12. Finance					
12.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 as required	L	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. School Business Manager has worked to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors at governor meeting. 		<ul style="list-style-type: none"> 	
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)
13. Governance					
13.1 Oversight of the governing body					

Governor's need oversight during the COVID-19 crisis to ensure school complies statutory requirements.	L	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Head teacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Y Y Y Y Y Y	•	
Governors need to be fully informed or involved in making key decisions through effective communication	L	<ul style="list-style-type: none"> Online zoom meeting arranged with governors if necessary Governing bodies are involved in key decisions on opening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Y Y Y	Regular contact between Helen and Helen Crooks and Ally and Peter Wright Governor meeting scheduled for Autumn term	L
Governors need to have sight of on-going risk assessments	L	<ul style="list-style-type: none"> On-going risk assessments are emailed to the governors 	Y		L
Effective duty of care to leaders and staff and governors	L	<ul style="list-style-type: none"> Effective communication between all parties 	Y		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)
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					
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