



Consilium
Academies

OPERATIONAL RISK ASSESSMENT

RESPONDING TO COVID-19

HEWORTH GRANGE



COVID-19: Operational risk assessment

Assessment conducted by:	K.Gordon	Job title:	Business Support Officer	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	8/06/2021	Review interval:	Review as and when required Monitored regularly	Date of next review:	

Related documents	
Trust documents:	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education</p>

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. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced DfE guidelines are applied	M	<ul style="list-style-type: none"> • Student split into bubbles for lunch and break • Breaks will be staggered • Lunch will be staggered • Arrangements in place to support pupils when not at school with remote learning at home via classcharts. • There is full compliance with the DfE system control measures set out in the latest government guidance. • All specialist teaching facilities and equipment will be cleaned and disinfected after use and before use by a new group. • Students and staff encouraged to observe hygiene guidance and wash hands frequently. • Staff moving around school are asked to comply with social distancing guidance wherever possible. • New arrangements timetabled and communicated with parents, carers and teachers • Face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible. 	Yes		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)
1.2 Organisation of teaching spaces					
Teaching pupils in full classes will increase the risk of the virus spreading	H	<ul style="list-style-type: none"> • Clear signage displayed around school promoting social distancing. • Clear signage around school promoting hygiene and handwashing • Hand sanitisers within every classroom at the door for use on entry and egress • There is full compliance with the DfE system control measures set out in the latest government guidance. • Pupils requested to observe hygiene guidance and wash hands frequently. Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents or wipes in place. • Social distancing maintained wherever possible. • Staff maintain distance from pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain a 2 metre distance from each other, and from children. • Pupils are seated side by side and facing forwards, rather than face to face or side on. • Unnecessary furniture moved out of classrooms to make more space. • Hand sanitisers within every classroom at the door for use on entry and egress 	Yes		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)
1.3 Availability of staff and class sizes					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school	M	<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. Staff are responsible for informing school of any health conditions. The updated guidance and expectations for those who are shielding and those who are clinically vulnerable or clinically extremely vulnerable is communicated to relevant staff and discussions held on an individual basis. For vulnerable staff and pupils, concerns are discussed, procedures explained and risk assessments offered. A pregnancy risk assessment is in place for any pregnant staff. If the risk assessment brings up any significant issues for pregnant staff who are not in the third trimester then the full range of options will be considered including working from home earlier than 28 weeks. Flexible use of staff in line with government guidance Appropriate use of non-teaching staff to provide supervision where required. Government testing programme is promoted for definitive diagnosis Agency staff are used where appropriate and measures from the agency are applied. COVID requirements explained to supply staff and they are given access to this risk assessment. 	Yes		L
1.5 Curriculum organisation					
Having missed significant face-to-face learning, pupils will have fallen behind in their progress during school closures and Achievement gaps will have widened	L	<ul style="list-style-type: none"> Curriculum reviews held and plans to close gaps incorporated The school has implemented a comprehensive 'catch-up' procedures which identify the learning gap for individual and groups of pupils in terms of curriculum and knowledge. This includes revised schemes of work, prioritised key elements of the curriculum, engagement in the National Tutoring Programme and intervention programmes. Gaps in learning are assessed and addressed systematically in teachers' planning. Middle leaders ensure that exam syllabi are covered. 	Yes		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)
Some learning activities (for example singing, wind and brass playing and some sports) pose increased risks of spreading COVID-19 infection	H	<ul style="list-style-type: none"> • Learning activities for which there is a greater risk of infection are identified and relevant staff informed. • Following discussion and consideration with subject leaders, limitations are placed on when and where these activities can take place and timetables and plans are amended accordingly. • Enrichment activities are reviewed and revised accordingly. 	Yes	Specific musical instrument and singing risk assessments in place, created with HOD using guidance from professional bodies and the local authority.	L
The resumption of non-overnight school visits poses risks to infection control	H	<ul style="list-style-type: none"> • Each visit to be risk assessed on an individual basis. 	Yes		L
1.6 Staff workspaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Fabric seating fogged regularly with 30 day anti-viral solution • Cleaning items provided to all staff to wipe surfaces following use. • A common-sense approach to sharing small spaces must be used on an individual basis • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms, which may need to be more limited than is normal. • Staff work areas have a maximum occupancy on the door which must be adhered to • Open spaces in science are available to staff to work or take breaks whilst maintaining social distancing. • Cleaning items are available in science open area for cleaning surfaces after use. • Microwaves and kettles are provided in each staff base along with cleaning items to wipe them down after each use. • Staff meetings should be 2m socially distanced in a well-ventilated area, if this is not possible these should be held via other means e.g Teams. Or masks should be worn. 	Yes		L
1.7 Managing the school lifecycle					
Limited progress with the school's 2020-21 calendar and workplans because of COVID-19 measures	M	<ul style="list-style-type: none"> • Updated timetables from March 2021 in place. • Senior Leadership Team and staff workplans informed by reopening plans and latest guidance. 	Yes		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)
Pupils moving on to the next phase in their education do not feel prepared for the transition	L	<ul style="list-style-type: none"> • There is effective liaison with destination institutions to assist with pupils' transition. • Plan for regular communications with parents of incoming pupils are in place. • Virtual guides to the school are available for parents and pupils. • Online induction days for pupils and parents will be planned. 	Yes		L
1.8 Governance and policy					
Local Academy Board members are not fully informed or involved in making key decisions	L	<ul style="list-style-type: none"> • LAB members are briefed regularly on the latest government guidance and its implications for the school. • Chair to be contacted as soon as possible regarding any changes to school operation. • LAB meets regularly via online platforms. • LAB agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Headteacher'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 and those members with designated responsibilities is in place. • Minutes of LAB meetings are reviewed to ensure that they accurately record oversight and holding leaders to account for areas of statutory responsibility. 	Yes		L
1.9 Policy review					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. All policies to be reinstated Fire drill evacuations continue as usual – Year groups to gather separately on MUGGA. 	Yes		L
1.10 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<ul style="list-style-type: none"> Staff are informed via staff briefing, bulletin and emails Students are informed via advisors and heads of year and website information Parents are informed via letters, emails, text messages and website information LAB members are informed via regular meetings and sharing of documents Union representatives are informed in regular meetings with the Headteacher and in staff communications. Other partners are informed by contacts in school where appropriate 	Yes		L
1.11 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> Staff briefings held for all staff in September including: Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management Line Managers clearly identified including SCITT and Teachfirst Updates to procedures and policy which are different to those communicated in September will be shared with staff. 	Yes		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)
New staff are not aware of policies and procedures prior to starting at the school	H	<ul style="list-style-type: none"> • Induction measures are in place for all new staff prior to them starting. • Department meetings are also arranged • Line Managers clearly identified for guidance and support 	Yes		L
Staff are not equipped or trained to deliver remote learning	L	<ul style="list-style-type: none"> • Teaching staff are inducted in the use of MS Teams and have been using frequently between Jan-March 2021 • All staff have equipment to deliver online learning from their classrooms and from their homes. • All staff able to receive support and training to ensure that pupils learning at home and at school follow the school's curriculum plans. 	Yes		L
1.12 Free school meals					
Pupils eligible for free school meals do not receive them due to isolating	L	<ul style="list-style-type: none"> • All isolating students are asked to inform office staff if they are entitled to FSM and would like to collect a food parcel as an alternative. 	Yes		L
1.13 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	<ul style="list-style-type: none"> • Risk assessment is updated and mitigation strategies are put in place covering: <ul style="list-style-type: none"> • Different areas of the school • Movement around school • Break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes		L
1.14 School transport					

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)
Conditions and arrangements on dedicated school transport pose risks to infection control	H	<ul style="list-style-type: none"> Students must wear masks on public transport Use of hand sanitiser upon boarding and/or disembarking is recommended Students should ensure they socially distance within vehicles wherever possible 	Yes		M
1.15 Responding to cases of COVID-19 and local lockdowns					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff	H	<ul style="list-style-type: none"> There is full compliance with the DfE system control measures set out in the latest government guidance. Advice is sought from Trust/Local Authority/Public Health Teams and appropriate action taken. Close contacts are identified and asked to self-isolate. Arrangements are in place for home and remote learning for pupils who are required to self-isolate. 	Yes		L
The school is unprepared for a local lockdown should the rate of infection rise in the area	L	<ul style="list-style-type: none"> There is full compliance with the DfE system control measures set out in the latest government guidance. Should a local lockdown be announced staff will return to previous lockdown procedures and ways of working. Any changes to this will be communicated via email and staff briefing Systems put in place during the school closure period (e.g. home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. Lessons learnt during previous school closure periods are applied to any new plans. 	Yes- will be updated as required		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Public Health England system control measures					
		<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school <p>This following information has been communicated and will continue to be re-iterated to at staff, students and parents regularly in staff briefings, in advisory, on the school website and in letters home to parents/carers:</p> <ul style="list-style-type: none"> Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. Anyone in their household needs to self-isolate for 10 days (including siblings). Any student or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible and let school know the result. Any child with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member. If the child uses the toilet, it must be thoroughly disinfected before use by anyone else. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. All adults wear a mask in meetings or areas where a 2-metre distance cannot be achieved. 			
2.2 Cleaning					

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)
Cleaning capacity is reduced so that ongoing cleaning of surfaces is not undertaken to the standards required	H	<ul style="list-style-type: none"> An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased Cleaning materials available for desks to be disinfected after use. Fogger to be used to disinfect large spaces with up to 30 day residual effectiveness on surfaces. 	Yes	Cleaning staff hours increased to include additional daytime cleaning for frequently touched surfaces.	L
2.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> Monitoring arrangements are in place to ensure that supplies of soap, hand towels, cleaning spray, blue roll and sanitiser are maintained throughout the day. Gloves, aprons and masks are onsite Hand sanitiser stations located outside be entry and around the building and are refilled regularly. Staff can report any issues or missing sanitising equipment via the site ticketing system on RM unify. 	Yes		L
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training in September included the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to sanitise hands regularly and frequently. Letters to parents/carers regularly request student reminders. 	Yes		L
2.4 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Expectations that school staff change clothes daily Parents encouraged to provide clean uniform for students daily 	Yes		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)
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Fabric chairs fogged regularly with antiviral chemical which remains on surface for up to 30 days. 	Yes		L
2.5 Testing and managing symptoms					
Testing is not used effectively to help manage infection control amongst staff and pupils, maximise staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Lateral flow tests made available to students and staff for regular home testing. Staff, parents and pupils are clear that they should isolate the household and book a PCR test if they are displaying symptoms. Staff, parents and pupils are clear that they should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Staff, parents and pupils are clear that they should self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if someone they live with develops coronavirus (COVID-19) symptoms 	Yes	Schools no longer have access to a fast track testing system. All tests must be to be booked online using NHS website.	L
Transmissions due to asymptomatic cases put pupils and staff at risk and could result in some transmissions in schools going undetected. This is a particular concern given high transmissibility of new variants.	H	<ul style="list-style-type: none"> In school and at home testing is provided in line with current government guidance. Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. 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. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. Class seating plans used wherever possible to support track and trace 	Yes		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)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> 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 NHS Test and Trace for both staff and pupils and appropriate action, in line with the most recent 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. 	Yes		L
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of 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 and regular reminders are provided. Any updates or changes to this guidance are communicated in a timely and effective way. Guidance has been made available in languages other than English where appropriate 	Yes		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	<ul style="list-style-type: none"> This guidance has been explained to staff parents/carers and pupils as part of the return to school in September and reminders sent regularly. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Public Health Team will be contacted for any further advice where necessary 	Yes		L
2.6 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid refresher courses are to be booked as usual when required Arrangements in place for support to be provided by another DSL within the Trust should the School's DSL be unavailable. 	Yes	3x additional first aid staff trained in May 2021	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.7 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing required at student reception area A room is designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for the designated room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Appropriate PPE available to staff for medical / first aid incidents 	Yes		L
2.8 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements the school	M	<ul style="list-style-type: none"> Regular letters to parents/carers from the Headteacher Updates posted regularly on the school website. 	Yes		L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced regularly via text, letter and the school website. 	Yes		L
2.9 Personal Protective Equipment (PPE)/					
Provision of PPE for staff where required is not in line with government guidelines	H	<p>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</p> <ul style="list-style-type: none"> Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. Teaching Assistants have been made aware of a stock of aprons and face shields available for use and are encouraged to use them. A large supply of masks are available for staff and students if requested. 	Yes		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)
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour does not support health and safety requirements	M	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced by staff and through posters, and floor markings. • Staff model social distancing. • Behaviour policy and any procedures around rooms associated are communicated clearly to staff. • Wilful disobeying of rules relating to staying within year groups and following hygiene procedures will be sanctioned appropriately and proportionately. 	Yes		L
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> • All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows. • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Yes		L
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> • One-way systems are in operation where feasible. • Circulation routes are clearly marked with appropriate signage. • The movement of pupils around school is minimised as much as possible. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. 	Yes		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)
The use of specialist learning spaces (e.g. science labs, technology and arts areas) risks the spread of infection between different year group bubbles	M	<ul style="list-style-type: none"> Surfaces and equipment are disinfected frequently Schemes of work are reviewed to be mindful of COVID precautions and sanitisation 	Yes		L
The use of shared spaces (e.g. hall, dining room) risks different year group bubbles mixing	H	<ul style="list-style-type: none"> No more than one full year group is scheduled to occupy a large shared space at any one time. Surfaces are cleaned between year group usage Hall chairs are regularly fogged with antiviral solution which leaves a residual coating on the surface lasting up to 30 days. 	Yes		L
The use of spaces for withdrawal of pupils, SEND, intervention, detentions etc risks the spread of infection	H	<ul style="list-style-type: none"> Sanitising wipes and sprays are available to clean surfaces after use Hand sanitiser is available at entry and exit points Social distancing in place wherever possible 	Yes		L
3.3 Break times					
Year groups may mix at break times	H	<ul style="list-style-type: none"> Break times are staggered. Pupils are kept within their year groups during social times. Social distancing signage is in place around the school as a reminder Seat plans are in place 	Yes		L
3.4 Lunch times					

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)
Year groups may mix at lunch times	H	<ul style="list-style-type: none"> Lunch times are staggered to ensure students remain in bubbles Dining areas tables are cleaned before and after each year group has used them. Floor markings are in place to encourage social distancing Seat plans are in place Self-service facilities have been removed Workflow has been planned to allow social distancing of staff when serving, clearing and cleaning Kitchen staff cleaning materials kept separate from school cleaning staff compliment Cashless payment stations have sanitiser stations nearby Pupils are to self-clear tables 	Yes		L
3.5 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different year groups	H	<ul style="list-style-type: none"> Toilets are cleaned frequently. Year groups are allocated a specific toilet area Where toilets are used by different bubbles at lunch frequent touch points are sanitised between year groups Monitoring ensures a constant supply of soap and paper towels. Hand dryers are not in use Bins are emptied regularly. Pupils are reminded regularly to wash or sanitise hands 	Yes		L
3.6 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional room is designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for this room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Appropriate PPE available to staff for medical / first aid incident Gloves, masks and aprons available from student reception 	Yes		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)
3.7 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Parents informed of appointment basis only Student reception and main reception separate areas Inventory sign in – details for track and trace used. Parents to remain outside where possible Social distancing guidance is displayed to protect reception staff Admin staff to monitor reception area and keep clear as far as possible 	Yes		L
3.8 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Other ways for pupils to travel to and from school, such as walking and cycling, are encouraged where feasible Face coverings are worn on public transport 	Yes		L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so	M	<ul style="list-style-type: none"> Parents/carers of pupils with underlying health conditions have been provided with updated guidance and discussions are held with them on a case by case basis regarding attendance at school. 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. For clinically extremely vulnerable pupils, and clinically vulnerable pupils, concerns are discussed, procedures explained and latest guidance is sought on their requirement to attend school. 	Yes		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)
4.2 Staff with underlying health issues					
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so	M	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Members of staff with underlying health conditions clinically vulnerable and clinically extremely vulnerable have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice in liaison with school and trust HR manager. Staff are clear about the definitions in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 will be considered for risk assessment on a case by case basis. Current government guidance is being applied. Trust HR manager notified of staff affected All pregnant staff under 28 weeks will have a maternity RA completed by school/HR. Pregnant staff will also be referred to the Occupational Health provider. All pregnant staff 28 weeks or over will work from home. Pregnant workers who have an underlying health concern should consult with HR and may be need to work from home. 	Yes		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	H	<ul style="list-style-type: none"> There are s 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 virtual assemblies and advisory time Resources/websites to support the mental health of pupils are available on the school website School counsellors are available 	Yes		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)
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	H	<ul style="list-style-type: none"> Staff are encouraged to be aware of their own 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. Counselling and occupational health assessment are available via trust HR. Self-referral available via Access HR portal. 	Yes		L
Working from home whilst isolating 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. Staff working from home may help provide remote learning for any pupils who need to stay at home. Counselling and occupational health assessment are available via trust HR. Self-referral available via Access HR portal. 	Yes		L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<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. Counselling and occupational health assessment are available via trust HR. Self-referral available via Access HR portal. 	Yes		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)
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Staff and pupils have been briefed on evacuation procedures and drills have taken place Incident controller and fire wardens have been trained and briefed appropriately. Social distancing maintained where it is safe and appropriate to do so 	Yes	Termly fire drills taking place as usual	L
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire wardens to cover any absences and staff have been briefed accordingly. 	Yes		L
6.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> Ongoing works and inspections have continued as usual. Due diligence is carried out prior to any contractors attending the site, and methods statements and risk assessments are obtained and reviewed. 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. Work plans will be arranged to avoid close contact with staff and students wherever possible 	Yes		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. Finance					
8.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	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. • Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with the trust. 	Yes	Risk managed by central Trust team	L