



## ATLP COVID-19: Operational risk assessment for school reopening September 2020

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education as follows:

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Actions for educational settings to prepare for wider opening from 15 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Assessment conducted by:	RHG	Job title:	CEO	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	16/7/2020 <b>Updated 1/9/20</b>	Review interval:	WEEKLY	Date of next review:	

### Related documents

#### Trust/Local Authority documents:

#### Government guidance:

[Full opening of schools from the start of the autumn term](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

[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)
<b>1. Establishing a systematic process of opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	High	<ul style="list-style-type: none"> <li>All schools to maximise space in classrooms by removing furniture that is not required.</li> <li>Agreed revised timetable arrangements for each year group limiting pupil movement.</li> <li>Staggered break and lunchtimes implemented.</li> <li>Arrangements in place to support pupils when not at school in the event of localised lockdowns or to support children/pupils who are self isolating.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Arrangements to be kept under review</li> </ul>	Low
<b>1.2 Organisation of teaching spaces</b>					
Classroom sizes will not allow adequate social distancing	High	<ul style="list-style-type: none"> <li>Classroom size and numbers reviewed.</li> <li>Classes are organised in line with government guidance.</li> <li>Classrooms re-modelled, with chairs and desks in place, facing the front and the teacher socially distanced at the front of the class.</li> <li>Spare chairs removed from desks so they cannot be used.</li> <li>Clear signage displayed in classrooms promoting social distancing.</li> <li>In primary schools, classes stay together with their teacher and do not mix with other pupils.</li> <li>In secondary schools, bubbles are consistent and organisational procedures minimise contact with other year groups/bubbles.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Arrangements to be kept under review</li> </ul>	Low
Large spaces need to be used as classrooms	High	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social distancing.</li> </ul>	Yes		Low
<b>1.3 Availability of staff and class sizes</b>					

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)
<p><b>The number of staff who are available is lower than that required to teach classes in school</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• The health and risk status, and availability, of every member of staff is known where the staff member has chosen to share this information and is regularly updated so that deployment can be planned.</li> <li>• Following the decision to lift shielding restrictions on 1 August, all staff are permitted to return to work. HR have risk assessed and are working closely with these staff to mitigate any concerns and enable them to return in September. There may still be a need for home working for some staff where their role allows for this.</li> <li>• Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place, where appropriate.</li> <li>• Those with travel and childcare difficulties identified and a discussion around possible options have taken place with HR on a case by case basis, including possible alternative means of getting to work; regard for safety if using public transport; staggered starting times at school may support this.</li> <li>• Those with childcare difficulties identified and a discussion around possible options will take place with HR on a case by case basis. Staff will be supported if they require some flexibility with their working times, and to enable them to secure before and after school provision for their own children.</li> <li>• In the event of a shortage in staffing, supply staff will be used as is usual practice. All supply staff to receive comprehensive training regarding covid measures on arrival.</li> <li>• In the case of the availability of staff being significantly less than is required for the school to function, rotas to be implemented and home learning protocols to be activated (worst case scenario).</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Individual schools have own plans created in conjunction with DOE and HR that are flexible</li> <li>• Capacity built into staffing to ensure there is sufficient capacity in place.</li> </ul>	<p>Medium</p>
<p><b>1.4 Prioritising provision</b></p>					
<p><b>The continued prioritisation of vulnerable pupils given the increased risk of gaps in knowledge and/or mental health concerns</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>• Schools risk assess pupils with an EHC Plan to ensure that they are supported with adaptations, as appropriate, to the timetable.</li> <li>• Close and continued working relationship with families and outside agencies.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• DSLs /SENCOs / Designated Looked After Teacher, continues to work with other agencies to support vulnerable children and improve attendance including Children's Social care and the Virtual School</li> </ul>	<p>Medium</p>

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>Pupil attendance is low</b>	High	<ul style="list-style-type: none"> <li>All schools, supported by the Trust, will work proactively to promote the safety measures being used in school with all stakeholders</li> <li>Concerns will be dealt with on a case by case basis; full pastoral support will be given with the support of other, outside agencies, where required.</li> </ul>	Yes		Medium
<b>1.5 The school day</b>					
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>	High	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different groups.</li> <li>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where required.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>To be communicated to parents in writing and regular communications with pupils, particularly secondary pupils</li> </ul>	Low
<b>1.6 Planning movement around the school</b>					
<b>Movement around the school risks breaching social distancing guidelines</b>	High	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Corridors are divided where feasible.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of pupils around school is minimised as much as possible, with pupils largely staying in classrooms and staff moving round.</li> <li>Lesson change overs are staggered to avoid overcrowding.</li> <li>Where appropriate, areas of estate designated to specified bubbles.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> <li>Addendum to school behaviour policy shared with staff, students and parents to ensure all are aware of expectations.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Staff induction on Tuesday September 1st will go through operational areas and risk assessment</li> </ul>	Low
<b>1.7 Curriculum organisation</b>					

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>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	High	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Home learning is calibrated to complement in-school learning and address gaps identified.</li> <li>Curriculum is aligned to Oak National schemes of learning where possible</li> <li>Exam syllabi are covered.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning including Trust wide approach to the use of catch up funding.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>LAT team are working with curriculum leaders to identify mechanisms to identify and assess gaps in learning</li> </ul>	Medium
<b>1.8 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	High	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place, where appropriate.</li> <li>Rooms will be closed if social distancing cannot be facilitated.</li> <li>Staff have been briefed on the use of these rooms.</li> <li>A blend of home working and onsite working will be needed for some roles where office space doesn't lend to social distancing and to reduce the numbers of staff on site especially at peak times. This is particularly relevant to those employed in central roles and in large administrative offices.</li> </ul>	Yes		Low
<b>1.9 Managing the school lifecycle</b>					
<b>Limited progress with the school's calendar and workplan because of COVID-19 measures</b>	High	<ul style="list-style-type: none"> <li>Alternative arrangements established to replace usual school activities (eg staff meetings, open evenings etc) employing the use of Teams, where applicable and other online methods.</li> <li>Streamlined SDP in place in collaboration with LAT.</li> </ul>	Yes		Low
<b>1.10 Governance and policy</b>					
<b>Governors are not fully informed or involved in making key decisions</b>	High	<ul style="list-style-type: none"> <li>Online meetings held regularly with Trust Board.</li> <li>Trust Board, as the legal entity, are involved in key decisions on reopening.</li> <li>LGBs meet again from Autumn 2020 but fewer meetings and a more specific focus on how the school is meeting the demands of a post covid education.</li> </ul>	Yes		Low
<b>1.11 Policy review</b>					

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	High	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Addendums and policies shared with stakeholders and included in staff training/updates.</li> </ul>	Yes		Low
<b>1.12 Communication strategy</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	High	<ul style="list-style-type: none"> <li>Ongoing, timely communications are established with the following stakeholders: <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> </ul> </li> </ul>	Yes	<ul style="list-style-type: none"> <li>To be kept under review</li> </ul>	Low
<b>1.13 Staff induction and CPD</b>					
Staff are not updated re new procedures, leading to risks to health	High	<ul style="list-style-type: none"> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> <li>Fire safety and evacuation procedures</li> <li>Positive relationships</li> <li>Safeguarding</li> <li>Risk management</li> <li>First aid</li> </ul> </li> <li>Employees in centrally managed areas will receive training via their line manager which will incorporate any relevant information needed about the school site they are based at.</li> <li>Clear protocols established and shared (see flowchart) to ensure contact is minimised with anyone feeling unwell or ensuring those with coronavirus symptoms, or have someone in their house who does, does not attend school.</li> </ul>	Yes	1.9.20 induction/training day	Low

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>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	High	<ul style="list-style-type: none"> <li>Induction programmes are in place for all staff –in-school or online – prior to schools opening to more children/pupils.</li> </ul>	Yes	1.9.20 training day	Low
<b>1.14 Catering facilities and Free school meals</b>					
<b>Provision is in place for all pupils who are eligible for free school meals.</b>	High	<ul style="list-style-type: none"> <li>Catering provision to resume from September. FSM and UFSM students fully catered for.</li> <li>Planning includes contingencies for scenarios when a school or local area may go into lockdown.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Catering arrangements to be kept under review</li> </ul>	Low
<b>1.15 Risk assessments</b>					
<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.</b>	High	<ul style="list-style-type: none"> <li>Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> <li>Different areas of the school</li> <li>When pupils enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> </ul> </li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul>	Yes	<ul style="list-style-type: none"> <li>To be reviewed weekly and record of amendments maintained</li> </ul>	Low
<b>1.16 School transport</b>					
<b>Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times</b>	High	<ul style="list-style-type: none"> <li>Close collaboration with LAs/bus companies to meet protective measures as closely as possible.</li> <li>Communications with parents as to mitigations that have been implemented but, equally, the responsibility and support requested of parents in enforcing such measures.</li> <li>The details of how pupils will travel to and from school are known prior to opening.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> <li>School timetables planned to ensure limited numbers of pupils, who are using public transport, are attending school at the same time.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Parents and pupils to be reminded of the statutory expectation that all those using public transport will wear a mask.</li> <li>Parents and pupils to be advised that transport to/from school is not supervised and that pupils are expected to adhere to social distancing.</li> </ul>	Low
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					

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>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	High	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies and in house cleaning staff prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are reallocated and/or increased if required.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>To be kept under review</li> </ul>	Low
<b>Curriculum equipment cleaning places additional demand on cleaning capacity, so ongoing cleaning of equipment is not undertaken to the required standards.</b>	High	<ul style="list-style-type: none"> <li>Schemes of learning will be reviewed, to ensure that lessons are sequenced to meet the guidance if enhanced cleaning is not able to be undertaken.</li> <li>Where equipment is required and cannot be used on rotation, an enhanced cleaning plan is agreed and implemented which minimises spread of infection.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>To be kept under review, with consideration for individual needs in each subject area.</li> </ul>	Low
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	High	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>Forward procurement planning is in place in schools, to ensure ongoing stock monitoring and timely ordering of supplies.</li> <li>Schools actively encourage parents to supply pupils with hand sanitizer and tissues where they can.</li> </ul>	Yes		Currently Low – moving to medium dependant on resources available, nationally, as potential of increase in demand is possible
<b>Pupils forget to wash their hands regularly and frequently</b>	High	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently – this is built into the school day.</li> <li>Posters reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>Hand gel is added to the list of essential equipment for all children/pupils.</li> </ul>	Yes		Low
<b>Respiratory hygiene in schools is not effective</b>	High	<ul style="list-style-type: none"> <li>All school staff to be trained on the need to enforce the 'catch it, bin it, kill it' approach. This information shared with children/pupils and parents. Signage used in schools, where needed.</li> <li>Tissues added to essential equipment that children/pupils should bring with them to school.</li> <li>Bins in every classroom and office area, including reception areas.</li> </ul>	Yes		Low

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>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	High	<ul style="list-style-type: none"> <li>Schools are expected to revert back to full uniform expectations but will adapt if this causes financial hardship or compromises adequate washing frequency (in particular blazers).</li> <li>Expectations and guidance are communicated to parents.</li> <li>Additional pastoral support to be provided for families, where required.</li> <li>Staff dress code will revert to business dress, with adaptations as appropriate.</li> </ul>	Yes		Low
<b>The use of fabric items of furniture may increase the risk of the virus spreading</b>	High	<ul style="list-style-type: none"> <li>Take fabric items of furniture, such as chairs and beanbags, out of use wherever possible, or rotate items out of use for 48 hours.</li> <li>Where it is not possible to remove or rotate use, a single use, disposable, chair cover is to be used</li> </ul>	Yes		Low
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	High	<ul style="list-style-type: none"> <li>Clear protocols established for when stakeholders should be tested; these have been shared and form part of staff training.</li> </ul>	Yes	Staff training 1/9/2020	Low
<b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms or confirmed cases</b>	High	<ul style="list-style-type: none"> <li>Collection and monitoring of absence data, including tracking return to school dates.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school.</li> <li>Identify which staff member/s should be informed/ take action.</li> <li>Have an agreed area established to be used if an individual is displaying symptoms during the school day and needs to be isolated.</li> <li>Make arrangements to send staff member home and advise to follow the staying at home guidance.</li> <li>While waiting to be collected, move to an isolation room behind a closed door with colleague supervision. Have an open window if possible in the room.</li> <li>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</li> <li>If a separate bathroom is necessary, then clean and disinfect before being used by anyone else.</li> <li>PPE should be worn by staff caring for the person with suspected COVID 19 while they await collection if a distance of 2 metres cannot be maintained.</li> </ul>	Yes		Low

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)
		<ul style="list-style-type: none"> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• If staff member has helped someone who was taken unwell with coronavirus (COVID-19) <a href="#">symptoms</a>, they do not need to go home unless they develop symptoms themselves.</li> <li>• Refer to the use of testing for both staff and pupils and take appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>• Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. 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. These include: <ul style="list-style-type: none"> <li>• Advice to stay at home in self-isolation 7/14 days as per government guidance, or until fully recovered.</li> <li>• Arrange to be tested to confirm if it is coronavirus.</li> <li>• If positive, self-isolate as above.</li> <li>• If negative and feel well, return to work.</li> </ul> </li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the Headteacher and HR; multiple cases liaise with PHE as per protocols.</li> <li>• Agreed cleaning and disinfecting regime in place.</li> <li>• Number of cleaning staff is adequate to enable enhanced cleaning schedule.</li> <li>• Restricted use of premises and resources where possible.</li> <li>• Provision of protective/safety equipment such as hand sanitisers, face masks, gloves, aprons (for staff who have contact with suspected coronavirus cases).</li> <li>• Limiting movement around the school.</li> <li>• Strict social distancing guidelines in place with expectations to follow them.</li> </ul>			

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>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</b>	High	<ul style="list-style-type: none"> <li>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. (See above – Infection transmission in school).</li> <li>This guidance has been explained to staff and pupils as part of the working in school protocols.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yes	See flow chart	Low
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	High	<ul style="list-style-type: none"> <li>Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. (See above – Infection transmission in school).</li> <li>This guidance has been explained to staff and pupils as part of the working in schools protocols.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Yea		Low
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	High	<ul style="list-style-type: none"> <li>Staffing plans ensure sufficient numbers of on duty staff are qualified in first aid/safeguarding.</li> <li>Refresher training is completed prior to expiry of qualifications, to ensure ongoing sufficiency of qualified members of staff.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Additional first aid guidance in place</li> </ul>	Low
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	High	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms, or appropriate PPE is worn by staff in these areas if social distancing is not possible.</li> <li>Rooms are designated for individuals with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Yes		Low
<b>2.7 Communication with parents</b>					

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)
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	High	<ul style="list-style-type: none"> <li>School websites are regularly updated with key information.</li> <li>Clear communications sent out to all parents/carers prior to re-opening.</li> <li>Regular newsletters are shared by HTs with parents.</li> <li>Signage at the front of each school reminding that anyone displaying specific symptoms should not enter.</li> </ul>	Yes		Low
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	High	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a regular basis via usual school communication channels.</li> </ul>	Yes		Low
<b>2.8 Personal Protective Equipment (PPE)</b>					
Provision of PPE for staff where required is not in line with government guidelines	High	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. intimate care, cleaning areas where COVID-19 symptoms have been present) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that PPE is not substitute for good handwashing.</li> </ul>	Yes	For general use, Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence is being kept under review. If staff and students want to wear a face mask for general use, this will be allowed but school will not provide one. They Staff must ensure they follow the protocol for the appropriate wearing/disposing/storing of PPE.	Low
<b>2.9 Face Coverings</b>					
Use of face coverings in highly populated communal areas is not implemented, which may contribute to increased risks of COVID-19 spreading	High	<ul style="list-style-type: none"> <li>Government guidance on the safe wearing, removal and disposal of face coverings is understood and communicated to all staff, students and visitors to site.</li> <li>Face coverings are mandatory, for secondary school students, in communal areas, such as in corridors when social distancing is not possible and at break and lunch times. Students are regularly reminded of expectations.</li> <li>Information regarding mandatory face covering for secondary school students has been communicated to all parents/carers.</li> <li>Staff should wear face coverings in communal areas, where social distancing is not possible and this has been communicated.</li> </ul>	Yes	Government guidance is being kept under review. Everyone must ensure they follow the protocol for the appropriate disposing/storing of masks worn. Government guidance regarding mandatory wearing of face coverings in certain circumstances also remains adhered to at all times.	Low

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>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	High	<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> </ul>	Yes		Low
<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	High	<ul style="list-style-type: none"> <li>• Classrooms and teaching spaces have desks configured to social distancing guidance where possible and facing the front.</li> <li>• Where desks are fixed and cannot be rotated or moved, social distancing is implemented.</li> <li>• Teachers are located at the front of the class, compliant with social distancing measures.</li> <li>• All furniture not in use has been removed from classrooms and teaching spaces or marked as out of use if it cannot be removed and stored elsewhere.</li> <li>• Arrangements are reviewed regularly.</li> </ul>	Yes		Low
<b>3.3 Movement in corridors</b>					

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>Social distancing guidance is breached when pupils circulate in corridors</b>	High	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• Corridors are divided where feasible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Where possible, pupils stay in classrooms and staff move around.</li> <li>• Lesson change overs are staggered to avoid overcrowding.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> </ul>	Yes		Low
<b>Social distancing guidance is unclear for staff</b>	High	<ul style="list-style-type: none"> <li>• Staff training to include the requirement and expectation that they should maintain the 2 meter distance with each other wherever possible.</li> <li>• Staff training to include the requirement and expectation that, where possible, they maintain 2 meter distance in class – the guidance accepts this is not always possible particularly with younger children. In such cases the importance of other protective measures such as regular handwashing helps to mitigate this.</li> </ul>	Yes	<p>Staff training on 1/9.2020</p> <p>See below</p>	Low
<b>3.4 Break times</b>					
<b>Pupils may not observe social distancing at break times</b>	High	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> <li>• Staff supervision is in place</li> </ul>	Yes		Low
<b>3.5 Lunch times</b>					
<b>Pupils may not observe social distancing at lunch times</b>	High	<ul style="list-style-type: none"> <li>• Pupils are reminded about social distancing as lunch times begin.</li> <li>• Queueing systems are implemented to support social distancing and management of eating spaces.</li> <li>• Pupils wash their hands before and after eating.</li> <li>• Eating areas and lunch timings have been configured to ensure groups use eating areas at different times and do not mix.</li> <li>• Tables and chairs have been cordoned off where appropriate.</li> </ul>	Yes		Low

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)
		<ul style="list-style-type: none"> <li>Additional arrangements are in place, such as staggering lunch times, pupils eating in classrooms or other spaces and adaptations to lunch service options.</li> <li>Guidance has been issued to parents and pupils about lunch time arrangements, where applicable.</li> <li>Eating area surfaces are cleaned in between use by each different group.</li> <li>Staff will continue to receive their entitlement to a 30 minute break where applicable.</li> </ul>			
<b>3.6 Toilets</b>					
<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>	High	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Signage and/or floor marking is in place to enable social distancing.</li> <li>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	Yes		Low
<b>3.7 Medical Rooms</b>					
<b>The configuration of medical rooms may compromise social distancing measures</b>	High	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>Staff undertaking first aid have been risk assessed.</li> </ul>	Yes		Low
<b>3.8 Reception area</b>					
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>	High	<ul style="list-style-type: none"> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>School visitors are by prearranged appointment only.</li> <li>Signing in systems are adapted to support hygiene regimes. This may include only designated staff operating electronic signing in touch screens on behalf of visitors, using non-electronic signing in methods or using contactless signing in, where appropriate.</li> </ul>	Yes		Low

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>People arrive in school and remove face coverings that have been worn outside, which may pose additional risk of infection transmission.</b>	High	<ul style="list-style-type: none"> <li>• Covered bins are provided at entrances, for disposal of disposable face coverings.</li> <li>• Communication is made with staff, students and visitors regarding reusable face coverings, to ensure they are removed and kept inside a plastic bag at all times whilst on site. If staff/students/visitors want to wear a face covering on site, they must ensure a fresh one is used – school will not provide one. However, Public Health England does not (based on current evidence) recommend the use of face coverings in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.</li> </ul>	Yes		Low
<b>3.9 Arrival and departure from school</b>					
<b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>	High	<ul style="list-style-type: none"> <li>• Start and finish times are staggered.</li> <li>• The use of available entrances and exits is maximised.</li> <li>• Social distancing guidelines are reinforced at entrances and exits through signage and floor markings, including external drop-off and pick-up points.</li> <li>• Regular messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Yes		Low
<b>3.10 Transport</b>					
<b>The use of public and school transport by pupils poses risks in terms of social distancing</b>	High	<ul style="list-style-type: none"> <li>• Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings.</li> <li>• All DfE guidance, regarding, transport to be shared or signposted with relevant parties. Expectations of parents and pupils, whilst on public/school transport to be clearly communicated.</li> </ul>	Yes		Low
<b>3.11 Staff areas</b>					
<b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b>	High	<ul style="list-style-type: none"> <li>• A blend of home working and working onsite if needed will help to minimise the number of staff on site at any one time.</li> <li>• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> </ul>	Yes		Low

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)
<p><b>Staff failing to adhere to social distancing guidelines</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Give clear guidance and instruction to staff with regard to expectations regarding social distancing.</li> <li>• 2 meter strongly recommended between all adults; all colleagues have a responsibility to adhere to this.</li> <li>• Regular handwashing</li> <li>• No congregation of people or pupils.</li> <li>• Arrange where possible to restrict the number of areas open.</li> <li>• Limit staff numbers to only those required to be on site.               <ul style="list-style-type: none"> <li>• Posters in classrooms and workspaces as reminder.</li> </ul> </li> <li>• Restrict movement in corridors; limit to numbers; one way systems where appropriate and possible.</li> <li>• Staff to be advised to report concerns to Headteacher where social distancing not being followed by other staff and pupils.</li> <li>• Limit numbers in classrooms.</li> <li>• Office spaces re-designed to allow staff to socially distance.</li> <li>• Rotas in place for staff who have no contact with pupils, where required.</li> <li>• Consider the entry and exit routes to the school and whether any physical changes and/or signage are required to allow social distancing.</li> <li>• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing, where required. Staff have been briefed on the use of these rooms.</li> <li>• Personal risk assessments have been agreed with relevant staff, as appropriate.</li> </ul>	<p>Yes</p>	<p>Staff training 1/9/202 with regular updates/reminders</p> <p>Relevant at all times – not just staff areas</p>	<p>Low</p>

#### 4. Continuing enhanced protection for children and staff with underlying health conditions

##### 4.1 Pupils with underlying health issues

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>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b>	High	<ul style="list-style-type: none"> <li>Guidance for pupils who are shielding has been lifted on 1 August.</li> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> <li>Maximum implementation of protective measures strictly adhered to for these pupils.</li> </ul>	Yes		Medium
<b>4.2 Staff with underlying health issues</b>					
<b>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</b>	High	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been requested through a staff survey to make their condition or circumstances known to the HR Team and their school. Records are kept of this and risk assessments completed and reviewed where appropriate.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.</li> <li>Current government guidance is being applied including the restriction on shielding being lifted on 1 August.</li> </ul>	Yes		Medium
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected</b>	High	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> </ul>	Yes		Medium

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)
during the period that the school has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>			
<b>5.2 Mental health concerns – staff</b>					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	High	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> </ul>	Yes		Medium
Working from home can adversely affect mental health	High	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> </ul>	Yes		Medium
<b>5.3 Bereavement support</b>					
Pupils and staff are grieving because of loss of friends or family	High	<ul style="list-style-type: none"> <li>Parents / staff encouraged to inform school of any bereavement that has had an impact.</li> <li>Signpost local organisations to support bereavement.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>The Trust has engaged with further training for staff from Winstons Wish and St Giles Hospice.</li> </ul>	Low
<b>6. Operational issues</b>					
<b>6.1 Review of fire procedures</b>					
Fire procedures are not appropriate to cover new arrangements	High	<ul style="list-style-type: none"> <li>Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>Some students and staff having been away from the school site for a significant period of time and new staff and students starting.</li> <li>Possible absence of fire marshals.</li> <li>Social distancing at muster points.</li> </ul> </li> </ul>	Yes		Low

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)
		<ul style="list-style-type: none"> <li>Possible need for additional muster point(s) to enable social distancing where possible</li> <li>Staff and pupils have been briefed on any new evacuation procedures.</li> <li>Fire wardens/fire marshals have been trained and briefed appropriately.</li> <li>Additional fire practices to be implemented during the course of the academic year.</li> </ul>			
<b>Fire evacuation (drills) - unable to apply social distancing effectively</b>	High	<ul style="list-style-type: none"> <li>Plans for fire evacuation drills are in place, maximising the space across the estate, adhering to social distancing measures, where possible without the threat to life (evacuation in an emergency is more important than ensuring social distancing in this case).</li> </ul>	Yes		Low
<b>6.2 Managing premises on reopening</b>					
<b>All systems may not be operational</b>	High	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> <li>Site staff continue to conduct all routine site inspections and maintenance checks.</li> </ul>	Yes		Low
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	High	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Yes		Low
<b>6.3 Contractors working on the school site</b>					

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)
<p><b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b></p>	High	<ul style="list-style-type: none"> <li>• Ongoing essential works and scheduled inspections for schools (e.g. estates related) continue.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising on site work so that contractors and staff/pupils are kept apart.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor and safeguarding procedures are being applied and have been updated in light of COVID-19.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• DBS checking continues along with other safer recruitment arrangements</li> </ul>	Low
<p><b>6.4 IT staff working on the school site</b></p>					
<p><b>IT Support staff may be at, or pose, an increased risk of infection transmission due to their frequent interaction with a range of user equipment and the mobile nature of their work.</b></p>	High	<ul style="list-style-type: none"> <li>• IT staff continue to work from home whenever possible, to minimise the number of staff on site.</li> <li>• Remote IT support is prioritised at all times. Onsite support is only provided if remote support cannot resolve the issue.</li> <li>• IT staff are deployed individually whenever possible. Where work requires more than one member of IT staff to be present, social distancing is adhered to.</li> <li>• All schools have an agreed and implemented enhanced cleaning plan, which minimises the spread of infection.</li> <li>• Frequent handwashing and social distancing are adhered to by IT staff in the same way as for all other staff – prioritised control measures as per government guidance.</li> <li>• Hand sanitiser is available for use in all schools.</li> <li>• Wipes are available for use in all schools. These are used to wipe down devices/keyboards/mice before and after use and disposed of immediately after each use.</li> <li>• Fabric chairs are taken out of use wherever possible and plastic chairs used instead. Only where this is not possible, disposable covers are used on fabric chairs, then removed and disposed of immediately after use.</li> <li>• IT offices in each school are configured for social distancing or closed if this is not possible or a rota system introduced.</li> <li>• Face coverings can be worn by staff if they choose, as per government guidelines on optional use of your own face coverings (ensuring the protocol</li> </ul>	Yes	<ul style="list-style-type: none"> <li>•</li> </ul>	Low

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)
		<p><del>for the appropriate disposing/storing of masks worn on public transport before entering the school site is followed).</del></p> <ul style="list-style-type: none"> <li>Gloves are available for use in all schools if required.</li> <li>Schools have an allocated area for IT equipment to be dropped off when support is needed. Equipment is wiped down by the user prior to depositing in the allocated area and also by IT staff when leaving it in the allocated area for collection.</li> </ul>			

## 7. Finance

### 7.1 Costs of the school's response to COVID-19

The costs of additional measures and enhanced services to address COVID-19 are not known leading to potential impact on services/education provision	High	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them is produced.</li> <li>Trust finance team has been consulted and costs built in to AY20/21 budgets.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Monitored monthly by finance committee</li> </ul>	Yes	•	Medium
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## 8. Governance

### 8.1 Oversight of the governance

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)
<p><b>Lack of Trust Board oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b></p>	<p>High</p>	<ul style="list-style-type: none"> <li>• The Trust Board continues to meet regularly via online platforms.</li> <li>• The Trust Board agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• There is regular communication between CEO/Chair of Trust Board and Chairs of LGB via HGB meetings and, where possible, between HTs and Chairs.</li> </ul>	<p>Yes</p>		<p>Low</p>