D-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11th May 2020 as follows:

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Assessment conducted by:	Helen Sanderson	Job title:	Health & Safety Manager	Covered by this assessment	Staff, students, contractors, visitors, volunteers

Date of assessment:	May 2020	Review interval:	Monthly	Date of next review:	September 2020

Related documents	
Trust/Local Authority documents:	**Government guidance:**
	Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak Coronavirus (COVID-19): implementing social distancing in education and childcare settings Coronavirus (COVID-19): guidance for educational settings COVID-19: cleaning in non-healthcare settings

Risk matrix

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

	Minor: Causes physical or emotional discomfort.		M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	• Agreed number of students who can attend the premises on any given day to enable compliance with social distancing rules. • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support students when not at school with remote learning at home.	Y	• Rooms to be identified according to class sizes	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	L	• Classroom size and numbers reviewed. • Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 students per class) • Classrooms re-modelled, with chairs and desks in place to allow for social distancing. • Spare chairs removed from desks so they cannot be used. • Clear signage displayed in classrooms promoting social distancing. • Year group stays together and does not mix with other students. • Tables to be front facing to allow for full class capacity	Y	• Excess furniture to be removed from identified rooms	L
Large spaces need to be used as classrooms	L	• Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing.	Y	• Current size of large areas allows for social distancing	L
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	M	• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants and Student Services staff to supervise classes is in place.	Y	• Systems in place to monitor staffing numbers however any future effects of self-isolating staff is unknown	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)
		• Full use is made of testing to inform staff deployment. • A blended model of home learning and attendance at school is utilised until staffing levels become stable.			
1.4 Prioritising provision					
The continued prioritisation of vulnerable students and the children of critical workers will create 'artificial groups' within schools when they reopen	L	• Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. • Student Services and SEND support is deployed wherever possible to support prioritised students. • Efforts continue to improve the attendance of vulnerable students and those from disadvantaged backgrounds. • A plan is in place for the phasing in of the other cohorts.	Y	• Current numbers of categorised students are low and can therefore be accommodated alongside returning groups	L
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	• Start and departure times are staggered. • The number of entrances and exits to be used is maximised. • Different entrances/exits are used for different groups. • Staff and students are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety.	N	• Rooms to be identified for separate groups • Access and Egress via main entrance – at staggered times • Toilets to be identified and assigned to groups • Floor markings to be applied in areas of potential queuing i.e. dining hall • Year groups given separate access and egress points	M
1.6 Planning movement around the school					

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)
Movement around the school risks breaching social distancing guidelines	H	• Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of students around school is minimised as much as possible, with students staying in classrooms and staff moving round. • Lesson change overs are staggered to avoid overcrowding. • Students are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place.	N	• One way system to be reinforced to students and staff • Start and end times of sessions to be staggered • Lunch and break times to be staggered • Students to go straight to assigned classrooms at start of day • Duty rota to be in place to ensure students adhere to social distancing	M
1.7 Curriculum organisation					
Students will have fallen behind in their learning during school closures and achievement gaps will have widened	M	• Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi are covered following exam board updates. • Plans for intervention are in place for those students who have fallen behind in their learning.	Y	• Ongoing planning for work packs and resources in place • Difficult to enforce home learning	M
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Offices or rooms with which rely upon mechanical ventilation not to be used in line with guidance and SPIE site report. • Staff have been briefed on the use of these rooms. • Air conditioning units isolated where recommended by HSE	Y	• Excess furniture removed • Access to area to be limited and staggered in line with student sessions • Staff training to be delivered • Guidance from SPIE report regarding air conditioning units and mechanical ventilation to be shared with staff and applied across the site. • Use of Fans as a cooling aid to be prohibited	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)
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	M	• School calendar for the summer term rationalised. • Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. • Staff recruitment for September 2020 completed. • Curriculum and timetable for September 2020 completed.	Y		L
Students moving on to the next phase in their education do not feel prepared for the transition	M	• A plan is in place for staff to speak with students and their parents about the next stage in their education and resolve any issues. • There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers.) to assist with students' transition. • Regular communications with the parents of incoming students are in place, including letters, newsletters and online broadcasts. • Online induction days for students and parents are planned.	N	• Plans for Year 7 Induction to be considered, agreed and communicated • Year 7 Induction information issued	M
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	L	• Online meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school.	Y	• All documents shared securely via Governor Hub	L
1.11 Policy review					
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	• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. • Staff, students, parents and governors have been briefed accordingly.	Y	• Fire evacuation policy still applicable • First Aid RA to be carried out as part of further group planning • Amendments required to Attendance Policy as per Government guidelines	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)
1.12 Communication strategy					

Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	L	• Communications strategies for the following groups are in place:
		  • Staff
		  • Students
		  • Parents
		  • Governors/Trustees
		  • Local authority
		  • Other partners
		  • PFI Contractor
			Y	• Weekly virtual briefings to parents in place
				• Ongoing communication with students and parents via ParentMail and social media platforms
				• Weekly briefings with staff in place
				• Regular communication with LA and PFI contractor in place
					L

1.13 Staff induction and CPD					

Staff are not trained in new procedures, leading to risks to health	M	• An updated staff handbook is issued to all staff prior to reopening.
		• Induction and CPD programmes are in operation for all staff prior to reopening, and include:
		  • Infection control
		  • Fire safety and evacuation procedures
		  • Constructive behaviour management
		  • Safeguarding
		  • Risk management
			Y	• Staff training required prior to any re opening to include: First Aid, Fire Marshall, Security, Safeguarding, Infection Control	L

New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	• Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The updated staff handbook is issued to all new staff prior to them starting.	Y	• Staff handbook to be updated to include reference to Pandemic management • New Staff Induction to take place prior to start date, to include reference to Pandemic management and revised procedures	L
1.14 Free school meals					

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)
Students eligible for free school meals do not continue to receive vouchers on the days that they are not in school	L	• A member of the school's administrative team is tasked with ensuring that students eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.	Y	• Edenred system in place for supplying FSM vouchers • Chartwells contractually obliged to provide service for FSM students on site	L
1.15 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.	M	• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: • Different areas of the school • When students enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used	Y	• Individual Department RAs to be updated to ensure social distancing and equipment use is assessed and relevant control measures are applied	M
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect students' attendance and punctuality and do not align with staggered start and departure times	M	• The details of how students will travel to and from school are known prior to opening. • Effective liaison with bus companies is used as a basis for planning staggered start and departure times.	N	• Survey Monkey to be used to determine impact of travel arrangements	M
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 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 an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	L	• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased. • QR Code scan facility in place to reduce contact with iPads	Y	• Increase to two day cleaners on site to cover full school day • Increased cleaning of toilets, communal areas and staff room to be implemented • Deep clean of rooms in use to be planned according to group locations • Whole school cleaning plans to be reviewed by PFI contractor • Lidded bins to be made available for disposal of tissue to support 'catch it, bin it, kill it' approach	L
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands with sufficient frequency	L	• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.	Y	• Sufficient supply of all hygiene products and satisfactory ordering system in place • Items to be replenished throughout the day by day cleaners • Additional sanitiser stations procured	L
Students forget to wash their hands regularly and frequently	M	• Staff training includes the need to remind students of the need to wash their hands regularly and frequently. • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.	Y	• Signage to be displayed throughout school • Clevertouch screens (where available) to be set to remind students of good hand hygiene practice at the start of lessons	L
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	• Policies are agreed prior to the school opening on the wearing of uniforms by students and business dress by staff to minimise risks. • Expectations and guidance are communicated to parents.	Y	• Students not required to wear blazers • Consideration given to staff clothing expectations and information shared with staff to	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)
				ensure clothes worn are easily washable.	
The use of fabric chairs may increase the risk of the virus spreading	M	• Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use. • Plastic operator chairs to be re located from music into classrooms • L9 Chairs to be swapped with U43 • U40 chairs to have local cleaning regime in place • U39 chairs removed so that room can be reconfigured to accommodate staff	Y	• Fabric chairs to be removed from communal areas • Use of seating in hall to be limited to plastic chairs • Fabric chairs in staff room to be replaced with plastic seating • Staff to avoid using colleague's operator chairs	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	• Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • Post-testing support is available for staff through the school's health provider.	Y	• Testing procedures in place and communicated to staff	L
Infection transmission within school due to staff/students (or members of their household) displaying symptoms	M	• Robust collection and monitoring of absence data, including tracking return to school dates, is in place. • Procedures are in place to deal with any student or staff displaying symptoms at school. This includes the use of testing for both staff and students and appropriate action, in line with government guidance, should the tests prove positive or negative. • Students, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** and **clinically extremely vulnerable** should these apply**.** • A record of any COVID-19 symptoms in staff or students is reported to the local authority.	Y	• Staff and parents advised of procedures to follow for testing and any subsequent requirement for students and staff to self-isolate following any confirmed cases	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)
Staff, students and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	L	• Staff, students and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and students as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	• Students and parents updated of any guidance changes through existing communication channels • Staff are updated of changes regularly via briefing sessions	L
Staff, students and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	L	• Staff, students and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and students as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	• Students and parents updated of any guidance changes through existing communication channels • Staff are updated of changes regularly via briefing sessions	L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	• First Aid certificates extended for three months. • Procedures in place to ensure staff can access DSLs or Deputy DSLs	Y	• All First Aid Training is up to date or falls within the three month extension • Staffing rota to take consideration of FA requirement based on FA RA • Competent person procedures to be invoked where required • Teaching staff who are First Aid trained may be called upon to administer First Aid • Safeguarding policy addendum in place	L
2.6 Isolation rooms					

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)
Isolation rooms are not adequately equipped or configured to maintain infection control	H	• Social distancing provisions are in place for medical rooms. • Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	N	• Rooms to be identified as 'Isolation' rooms with suitable ventilation and availability of first aid equipment and PPE • Mobile partitions to be utilised where more than one student displays symptoms • Cleaning to take place as part of SPIE cleaning service • Clinical waste disposal to be used for potentially contaminated material	M
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	• As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated containing relevant links to appropriate documents.	Y	• Regular communications taking place with parents • FAQs are issued to all parents	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	Y	• Regular communications taking place with parents • FAQs are issued to all parents	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff; those administering First Aid) 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.	Y	• PPE to be procured for First Aid Staff. Initial supply provided by Wirral LA • Consideration of any SEND requirements and possible training • Training provided to First Aiders • SPIE staff trained in use of PPE as part of PFI contractual obligations	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)
3. Maximising social distancing measures					
3.1 Student behaviour					
Students' behaviour on return to school does not comply with social distancing guidance	M	• Clear messaging to students on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff model social distancing consistently. • The movement of students around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, students and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Make sure that students accept and take responsibility for social distancing travelling to and from school and whilst on school premises.	Y	• Amendment required to Behaviour policy to reference Pandemic management	L
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	L	• Home base arrangements in place. • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 students per class). • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly.	Y	• Furniture to be reconfigured and excess items stored away • Windows to be used to allow for ventilation • Air conditioning units to be isolated where possible (please note that units are maintained and filters checked regularly). • Guidance from SPIE report regarding air conditioning units and mechanical ventilation	L

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				shared with staff and applied across the site. • Use of Fans as a cooling aid to be prohibited.	
3.3 Movement in corridors					
Social distancing guidance is breached when students circulate in corridors	M	• Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of students around school is minimised as much as possible. • Where possible, students stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • students are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place.	Y	• Classrooms for groups identified to minimise risk of any cross over • Signage displayed throughout building • Lesson, break, start and end times to be staggered where possible	M
3.4 Break times					
Students may not observe social distancing at break times	M	• Break times are staggered. • External areas are designated for different groups. • Students are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced to support social distancing.	Y	• Signage to be identified and displayed • Floor vinyl signage to be applied to dining hall floor • Timetable for breaks/lunches to be established and communicated to Chartwells	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)
3.5 Lunch times					
Students may not observe social distancing at lunch times	M	• Students are reminded about social distancing as lunch times begin. • Students wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, Students eating in classrooms or other spaces. • Guidance has been issued to parents and students on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch.	Y	• Guidance to be drafted and issued to parents and students regarding lunch facilities and packed lunch arrangements • Students to only utilise dining hall when eating • Students to be encouraged to utilise outside space immediately after eating • Students to remain in their designated teaching areas during adverse weather	M
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	M	• Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Students know that they can only use the toilet according to capacity. • Students are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Students are reminded regularly on how to wash hands	Y	• Toilets to be assigned to individual groups – students must only use the allocated toilet area • Staff toilets and wash basins to be placed out of action to adhere to social distancing • Staff to monitor numbers of students entering and exiting toilets during break and lunch times • Staff to monitor toilet use at the start and end of the day • Toilet passes to be used during lessons to ensure only one student per group during unsupervised times • Increased toilet cleaning regime in place to include replenishment of hygiene products and emptying of bins	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)
				• Signage displayed inside toilet areas	
3.7 Isolation Rooms					
The configuration of Isolation rooms may compromise social distancing measures	M	• Social distancing provisions are in place for isolation rooms. • Additional rooms are designated for students with suspected COVID-19 whilst collection is arranged. • Procedures are in place for isolation rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Y	• Rooms to be identified as 'Isolation' rooms with suitable ventilation and availability of first aid equipment and PPE • Consideration to be given to mobile perspex dividers to segregate areas • Increased cleaning regime and clinical waste service in place via SPIE	M
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	• Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. • Arrangements are in place for segregation of visitors.	Y	• Visitors to school should be essential visitors only • Signage displayed on screen in reception and throughout entrance • Perspex screens to be put in place to protect office staff • Large deliveries to be managed by SPIE caretaking team • Cleaning equipment to be made available to visitors when signing in • Visitors to be 'signed out' by office team	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)
				• Access and egress to be controlled by office team	
3.9 Arrival and departure from school					
Students and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	• Start and finish times are staggered. • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. • Weekly messages to parents stress the need for social distancing at arrival and departure times.	Y	• Signage to be displayed on external entrance to school (Banner)	L
3.10 Transport					
The use of public and school transport by students poses risks in terms of social distancing	M	• Guidance is in place for students and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if students are travelling with children other than from their own class. • Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.	Y	• Communication to be drafted and issued following results of Survey Monkey	M
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	L	• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.	Y	• Staff to avoid sharing office space • Staff room reconfigured to ensure social distancing	L

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4. Continuing enhanced protection for children and staff with underlying health conditions or increased risk from COVID-19					
4.1 Students with underlying health issues					
Students with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	L	• Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of students' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** • Schools have a regularly updated register of students with underlying health conditions.	Y	• Student Medical Plans are current and updated following any change • Asthma and Allergy register in place	L
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	L	• 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. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.** • All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. • Current government guidance is being applied.	Y		L
4.3 BAME staff					
	L	• All members of staff provided with opportunity for one to one	Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The Government and Public Health England have identified that COVID-19 has a disproportionate effect upon individuals from the BAME community		conversation and risk assessments, as advised by BAMEed which take into account the physical and mental health of BAME staff. • Updated guidance from DfE, PHE and BAMEed to be adopted as this is shared with schools.			
4.4 BAME students					
The Government and Public Health England have identified that COVID-19 has a disproportionate effect upon individuals from the BAME community	L	• Risk assessments and plans undertaken in line with guidance for schools which take into account the physical and mental health of BAME students. • Updated guidance from DfE, PHE and BAMEed to be adopted as this is shared with schools.	Y		L
5. Enhancing mental health support for students and staff					
5.1 Mental health concerns – students					
Students' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	• There are sufficient numbers of trained staff available to support students with mental health issues. • There is access to designated staff for all students who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/student meetings. • Resources/websites to support the mental health of students are provided.	Y	• Students and parents have access to assigned student services staff at designated times • Consideration to be given to staffing rota to ensure availability of trained staff on site	M
5.2 Mental health concerns – staff					

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 mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	• Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources.	Y	• HR to continue providing resources and monitor accordingly	M
Working from home can adversely affect mental health	M	• Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any students who need to stay at home.	Y	• Staff have been issued with guidance regarding home working • Staff are encouraged to contact line managers, HR manager or SLT for support	M
5.3 Bereavement support					
Students and staff are grieving because of loss of friends or family	M	• The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary.	Y	• Student services to identify support mechanisms and communicate to students • HR to identify support mechanism and communicate to staff	M
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					

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)
Educational provision must still be maintained for priority children when the school reopens	L	• Current government guidance is being followed. • Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision. • The facility for full-time attendance is available where required (even if their peers are only attending part-time). • Arrangements are in place to ensure that this cohort is tracked and supported effectively. • Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day. • Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance.	Y	• Survey Monkey used to determine requirements • Rota in place to ensure sufficient staffing	L

7. Operational issues

7.1 Review of fire procedures

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)

Fire procedures are not appropriate to cover new arrangements	L	• Fire procedures have been reviewed and revised where required, due to:
		  • Reduced numbers of students/staff
		  • Possible absence of fire marshals
		  • Social distancing rules during evacuation and at muster points
		  • Possible need for additional muster point(s) to enable social distancing where possible
		• Staff and students have been briefed on any new evacuation procedures.
		• Incident controller and fire marshals have been trained and briefed appropriately.
			Y	• Fire Marshalls to be identified according to areas occupied
				• Fire Marshall training to be delivered to additional staff
				• All staff to be briefed of evacuation procedures
				• Individual RAs to be carried out with any staff or students with mobility impairments and PPE to be considered as part of reasonable adjustments
				• Students and staff to be reminded of need to social distance at assembly point
				• Priority to be given to safe evacuation
					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)
Fire evacuation drills - unable to apply social distancing effectively	L	• Plans for fire evacuation drills are in place which are in line with social distancing measures.	Y	• Fire drills to be carried out as per statutory guidance only i.e. twice termly.	L
Fire marshals absent due to self-isolation	M	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Y	• Fire Marshalls to be identified according to areas occupied • Fire Marshall training to be delivered to additional staff	L
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	L	• Government guidance is being implemented where appropriate. • All systems have been recommissioned.	Y	• All planned and preventative maintenance has taken place throughout as per PFI contract	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	• All statutory compliance is up to date. • Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.	Y	• All planned, preventative and statutory maintenance has taken place throughout as per PFI contract	L
7.3 Contractors working on the school site					

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)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	L	• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, students and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/students are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).	Y	• Only essential maintenance to take place during school day • All contractors are inducted on to site to ensure compliance with H&S Regulations • All contractor attendance during school day to be agreed by school	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	M	• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • 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 governors.	Y	• Monthly management accounts tracking budget continue. • All costs associated with COVID-19 are being tracked separately.	L
9. 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)
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	• The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The 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 of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Y	• All documents shared securely via Governor Hub	L
10.Questions/ comments and feedback					
Feedback from Union Representatives and Staff: *All feedback will be collated here. We will then share responses and update the Risk Assessment appropriately.*					
4.3 BAME Staff And 4.4 BAME Students		• When will the specific Risk Assessments for the relevant staff and students be carried out? Some cohorts of our students are particularly at risk, according to the government's BAME report.			
3.8 Reception Area		• There was reference to nonessential visitors in the reception area. Is it possible to lock the main doors and have an intercom system to further reduce the number of people entering the building?			
1.2 Organisation of teaching spaces And 3.2 Classrooms and Teaching Spaces		• Will the school be able to use the exam desks in the hall/classrooms during the phased return? This would free even more space than the classroom desks which are designed for two students.			
3.10 Transport		• We're not sure of the number of students who will need to take public transport, but will the school be able to provide face masks for those students, particularly those with FSM/PP? It may be difficult for parents to get access to masks for their children.			