

Template operational risk assessment for school reopening

COVID-19: Operational risk assessment for The Charter School North Dulwich 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:	Christian Hicks/ Wendy Andrews	Job title:	Headteacher/ Business Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	25 th November 2020	Review interval:	As guidance changes	Date of next review:	TBC
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Related documents	
Trust/Local Authority documents:	Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

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

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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 & bubble guidelines are applied		<ul style="list-style-type: none"> Agreed new timetable and arrangements confirmed for each year group. Staggered Lunch and Break Times Staggered starts and end times 	Yes	<ul style="list-style-type: none"> Timetable and arrangements remain under ongoing consideration Staggered day and year group bubbles established and functioning well. Multiple entrances for students to minimise mixing. Lanyards and masks now mandatory in all areas of the school. 	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing for Staff		<ul style="list-style-type: none"> Class sizes of 30 where possible but definitely no more than 31. Maximum of 15 student tables in any classroom with student table nearest teacher desk removed Teacher to ideally remain 2 metres from pupils and certainly avoid close face-to-face contact and minimise time spent within 1 metre of anyone Classrooms re-modelled, with chairs and desks facing the front LSAs to be placed at the front of the class and given 	Underway	<ul style="list-style-type: none"> All unnecessary furniture removed from classrooms. Pupils to remain in bubbles of year groups Mobility of pupils limited (except for creative subjects) with staff the 	

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		<p>clear guidance on how they can interact with students</p> <ul style="list-style-type: none"> • Clear signage displayed in classrooms and circulation spaces promoting 1m social distancing where possible 		<p>preferred option to move at lesson changeover.</p> <ul style="list-style-type: none"> • Social distancing line 2 metres from front of classroom. • Good ventilation maintained in classrooms and teaching spaces at all times through keeping doors and windows open. 	
<p>Organisation of campus space does not allow for effective social bubbles by Year Group</p>		<ul style="list-style-type: none"> • Year Groups assigned to specific sections of the main teaching block for most teaching • Consistent teaching groups established in Key Stage 3 to further limit opportunities for wider mixing between students • Timetable amended to reduce transitions between lessons and to keep designated Year Groups separate • Circulation routes established between generalist and specialist classrooms and between classrooms and other spaces 	Underway	<ul style="list-style-type: none"> • Protocols for specialist teaching spaces (e.g. Dr, DT, Mu, PE) and shared classrooms to be developed through subject specific risk assessments - Whole School Daily Schedule adapted to ensure minimal bubble crossing. - Masks now mandatory inside* 	
<p>Large spaces need to be used as classrooms</p>		<ul style="list-style-type: none"> • Large spaces limited to bubbles and groups of 30. • Large gatherings prohibited. • Sports limited to non-contact sports and conducted outside where possible. 	No	<ul style="list-style-type: none"> • No unnecessary mass gatherings with more than 1 bubble • Digital presentations used where possible. • Where whole year group does need 	

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				to congregate e.g. Y11 exams – safety procedures in place	
				<ul style="list-style-type: none"> Sports Risk Assessment completed 	
1.3 Availability of staff and class sizes					
The number of staffs who are available is lower than that required to teach classes in school		<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Flexible and responsive use of teaching assistants and pastoral support staff to supervise classes is in place. Full use is made of testing to inform staff deployment. Risk assessments carried out for our most vulnerable groups of staff on an individual basis. 	Yes	<ul style="list-style-type: none"> Regular Staff Surveys undertaken to check on staff concerns LSAs to be assigned to year groups Cover supervisors in place All unnecessary teacher absence reduced e.g. CPD etc. Staff wellbeing and workload prioritised to minimise non-COVID staff absence. Staff regularly reminded to follow system of controls, particularly social 	

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				distancing.	
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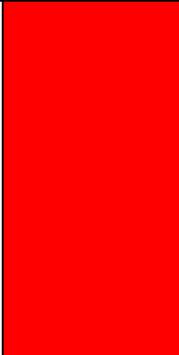
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1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen		<ul style="list-style-type: none"> This concern will be removed from September as all pupils will be on site and all will remain within their bubbles. 	Yes	Not currently relevant since school looks unlikely to close as a whole.	
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines		<ul style="list-style-type: none"> 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 pupils are briefed and signage provided to identify which entrances, exits and staircases to use. A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Attendance patterns have been optimised to ensure maximum safety. 	Yes	<ul style="list-style-type: none"> The school day includes different start and end times, different break and lunch times for different groups. Students and their parents/carers have been briefed to avoid congregating en route well in advance of any return to school. Signage is in place reinforcing the need for continued social distancing. Senior staff and inclusion team patrol Expectations further clarified for students 	

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				<p>following introduction of national restrictions/ lockdown i.e. must go home straight away in small groups</p> <ul style="list-style-type: none"> • Staggered starts and ends maintained even when circumstances change e.g. half day, Y13 tutor time doesn't happen etc. 	
1.6 Planning movement around the school					
<p>Movement around the school risks breaching social distancing guidelines</p>		<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way system is in place where required (the atrium). • Appropriate signage is in place to clarify year group staircases. • Pinch points and bottlenecks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision in place. • Pupils will remain in bubbles throughout the school day 	Yes	<ul style="list-style-type: none"> • Different year groups remain within their bubbles. • Correct stair case usage reinforced with students. • Whole School Daily Schedule tweaked to ensure minimal mixing • All students wear lanyards to identify year group/ bubble • Masks mandatory for all students and staff inside the building. 	

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<p>Students mix to an unacceptable degree during transition between the main teaching block and the canteen and generally at lunch time</p>		<ul style="list-style-type: none"> • Year groups/ bubbles have break and lunch in clearly designated areas with duty supervision by staff. • [SLT] to establish supervision rota for canteens to ensure that students remain in their designated spaces when eating. 	<p>Yes</p>	<ul style="list-style-type: none"> • Masks now mandatory for all students and staff inside the building at all times* • Double staff patrol during lesson times (particularly lessons 2 and 4 which are split with lunch and break). 	
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1.7 Curriculum organisation					
<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>		<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Exam syllabi are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning. • Additional tutoring to be implemented from September 	Yes	<ul style="list-style-type: none"> • The school has analysed rates of completion of schoolwork in order to draw up a priority list of students who may need additional support. • A partially adjusted timetable will be put in place for some students, including blended learning to close gaps (MyTutor) • Module data drops in November analysed to assess further gaps and needs for intervention • Catch-Up funding utilised to support students. 	
1.8 Staff workspaces					
<p>Staff rooms and offices do not allow for observation of social distancing guidelines</p>		<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Staff have been briefed on the use of these rooms. • Congregating in any area will not be permitted. 	Yes	<ul style="list-style-type: none"> • Staff encouraged to use open spaces outside and undercover when poor weather 	

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		<ul style="list-style-type: none"> • Limit on the number of colleagues who can safely occupy each space. 		<ul style="list-style-type: none"> • Staff will be provided with information about available spaces that they can to use for non-contact time and communal times. • Further computer terminals removed • Staff room adapted to provide socially distanced workspaces. • Updated free-rooms timetable provided. • Admin offices reconfigured to ensure staff are 2 metres apart. • Masks work when moving around work areas. • Good ventilation maintained in staff rooms and offices where possible through keeping doors and windows open. 	
<p>1.9 Managing the school lifecycle</p>					
<p>Limited progress with the school's summer term calendar and workplan because</p>		<ul style="list-style-type: none"> • School calendar for the Autumn term rationalised to exclude events that don't match requirements of the guidance. • SLT and staff workplans to include short- and medium-term planning. 	<p>Yes</p>	<ul style="list-style-type: none"> • Funds for additional support available for catch up • All staffing in place • SDP process continues 	

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<p>of COVID-19 measures</p>		<ul style="list-style-type: none"> • Staff recruitment for September 2020 completed. • Curriculum and timetable for September 2020 completed. • Catch up funding used for targeted support 		<p>with LGB having had preliminary input in July.</p> <ul style="list-style-type: none"> • Most activities/ events cancelled due to COVID. • National Lockdown led to a further tightening of priorities to ensure that the school can function on a day-to-day basis. 	
<p>Pupils moving on to the next phase in their education do not feel prepared for the transition</p>		<ul style="list-style-type: none"> • A plan is in place for pastoral staff to speak with pupils 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, universities, apprenticeship providers) to assist with pupils' transition. • Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Virtual tours of the school are available for parents and pupils. • Online induction days for pupils and parents are planned. • Additional remote support around careers and guidance in place. 	<p>Yes</p>	<ul style="list-style-type: none"> • Transition arrangements for students moving from KS2 to 3 and KS3 to 4 have been fully revised to reflect the public health emergency • CIAG has continued for all year groups throughout the lockdown, including the provision of 121 advice for older students • Current Y11 and Y13 supported with destinations advice. DA students prioritised, in particular in Y11 re. applying to Charter 6th Form, but also for Y13 with university, apprenticeship applications. Virtual Careers Fair to go ahead on 11th December 	

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1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> • 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. • Governors all informed of their statutory roles and expectations during the coronavirus emergency as advised by the NGA 	Yes	<ul style="list-style-type: none"> • Governors meetings have moved online and been supplemented by more frequent Q&A and KiT sessions. • All meetings have been minuted by the MAT clerk and actions items tracked. • Headteacher and Chair of Governors/ Vice Chair meet virtually fortnightly for COVID update. 	
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		<ul style="list-style-type: none"> • Trust wide safeguarding addendum agreed and implemented • All other relevant policies to take account of DfE guidance for implementing protective measures during the Covid 19 emergency and its implications for the school - including Health & safety, Infection protections and control, cleaning of non-healthcare settings, First aid • Staff, pupils, parents and governors have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> • Trust and Site-Specific Policies to be systematically reviewed to account for changing on-site requirements • All key policies have been updated to reflect the new normal. The changes have been added as an amendment which can be removed when the current situation is over. The policies have been shared with staff and governors. All policies are available on the school website. The 	

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				behaviour policy has been amended and a COVID-Stay Safe Pledge has been added and sent home to all families. Fixed Term Exclusions rose in the first half term when we were unable to open our internal exclusion room.	
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		<ul style="list-style-type: none"> • Communications strategies for the following groups are in place: <ul style="list-style-type: none"> • Staff • Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners 	Yes	<ul style="list-style-type: none"> • The School has a communication plan that includes regular updates for all key stakeholders • Some stakeholders (eg. RSC) covered by MAT. • Recent staff survey indicates staff feel communication has been very strong. • Parent Survey to be sent out in December. 	
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health		<ul style="list-style-type: none"> • A revised staff handbook to be issued to all staff prior to reopening. • Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> • Full adherence to the system of controls • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management 		<ul style="list-style-type: none"> • All key school policies and induction materials, incl. staff handbook, are available online. • All new school staff receive school email prior to joining. • Preliminary induction for new staff will take place online in July. • More complete induction is planned for 	

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				<p>Inset Days in late August.</p> <ul style="list-style-type: none">• Weekly staff briefings repeat key messages and extra CPD reinforces messages.	
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New staff are not aware of policies and procedures prior to starting at the school when it reopens	Yellow	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting. 	Yes	<ul style="list-style-type: none"> • Staff Handbook, Policies and procedures held on VLE. • Remote induction taking place in July • Clear induction policies in place for supply staff and new staff joining mid year e.g. January 	Green
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers during the summer holidays	Yellow	<ul style="list-style-type: none"> • A member of the school’s administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. • Free school meal vouchers to end late August. On site provision in place for FSM pupils and vouchers for any pupils that continue to shield. 	Yes	<ul style="list-style-type: none"> • Managed by central Trust finance with support from TCSND Admin. • October half term holiday sorted and Christmas holiday in hand. 	Green
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.	Red	<ul style="list-style-type: none"> • 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"> • Different areas of the school • When pupils 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 	Yes	<ul style="list-style-type: none"> • Subject-specific risk assessments made a requirement for practical subjects • The subject risk assessments are a priority and need to be overseen by SLT. • Headteacher and Business Manager 	Yellow

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				<p>regularly review the risks for all areas of the school.</p> <ul style="list-style-type: none"> • COVID-19 Risk Ass updated regularly. 	
1.16 School transport					
<p>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</p>		<ul style="list-style-type: none"> • The details of how pupils 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. 	Yes	<ul style="list-style-type: none"> • Significant majority of KS3 and KS4 live within 1m of the school site and walk/bike. • All pupils and students encouraged to walk or cycle • Extra bike storage now installed (completed Nov 2020) 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required		<ul style="list-style-type: none"> • 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. • Additional capacity built in from September to allow for day cleaning as well as evening 	Yes	<ul style="list-style-type: none"> • Deep clean completed during school closure. • Enhanced cleaning plan in place and reassessed on need. • Areas not in use closed down to ensure that cleaners are deployed to key areas of use. • Extra cleaning staff maintained. • Regular checks of cleaning regime in place to ensure consistency and quality of cleaning. • Fortnightly early closure allows for more intensive cleaning if required. 	
2.2 Hygiene and handwashing					

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<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>		<ul style="list-style-type: none"> Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Additional hand sanitiser units installed in communal areas and in every classroom and checked daily Allocated toilets for year groups Clear guidance for staff who cycle/ run to work and require access to school show facilities 	<p>Yes</p>	<ul style="list-style-type: none"> Continual stock checks taken and replenished continually Reassurance received on Cleaning Contractor supply chain Over 100 Hand Sanitiser stations installed around the school. Regular checks by SLT 	
<p>Pupils forget to wash their hands regularly and frequently</p>		<ul style="list-style-type: none"> Staff training includes the need to remind pupils 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. 	<p>Yes</p>	<ul style="list-style-type: none"> All pupils to wash or sanitise hands on arrival and at other key times: after sneezing/ coughing; after eating; after visiting the toilet Hand sanitiser issued to all students at morning roll call/ first lesson. 	
<p>2.3 Clothing/fabric</p>					
<p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>		<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. (need to ensure this is communicated pre-summer) Expectations and guidance are communicated to parents. 	<p>Yes</p>	<ul style="list-style-type: none"> Multiple channels and opportunities used to reinforce messaging and increase potential for parental engagement. The evidence suggests that the risks in this area are low. 	

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The use of fabric chairs may increase the risk of the virus spreading		<ul style="list-style-type: none">• Additional cleaning for fabric covered seating areas		<ul style="list-style-type: none">• All fabric chairs are cleaned frequently	
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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing		<ul style="list-style-type: none"> 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. 	Yes	<ul style="list-style-type: none"> Testing now available to all, any symptomatic pupils or staff are encouraged to be tested. Staff briefing notifications. School has ordered extra tests for emergency use as required. 	
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms		<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. Bubbles in place to limit spread of any potential outbreak 	Yes	<ul style="list-style-type: none"> Isolation room identified at front of the school. Relevant guidance shared with staff and parents regarding self-isolation and those most vulnerable. Full engagement with Track and Trace Regular reminders for staff and students about not coming to school with symptoms. Clarification for parents of complex self-isolation rules as required. Covid19 email address aids communication 	

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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		<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> • Up to date guidance will be shared upon reopening. • Guidance regularly updated for parents, students and staff. • Complicated rules on self-isolation clarified for parents as required. • Covid19 email address aids communication 	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<ul style="list-style-type: none"> • Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<ul style="list-style-type: none"> • Will be shared in the parental letter after the most up to date guidance. • All confirmed positive cases dealt with thoroughly and robustly and self-isolation of students or staff enforced as required. 	

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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		<ul style="list-style-type: none"> • First Aid certificates extended for three months. • A programme for training additional staff is in place. • Collaborative arrangements for sharing staff with other schools in the locality have been agreed. • Additional staff trained during closure 	Yes	<ul style="list-style-type: none"> • At least one designated first aider in all key areas at any one time • Safeguarding team comprises of 1 DSL and 5 DDSLs to ensure ongoing safeguarding procedures even with staff absence. 	
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control		<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> • There is a significant surplus of appropriate space on the school site • PPE stocks in place • Procedures require First Aiders dealing with suspected cases to wear appropriate PPE. 	
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		<ul style="list-style-type: none"> • As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • Regular updates communicated to parents/carers • Parent and pupil handbooks created. 	Yes	<ul style="list-style-type: none"> • There will be ongoing parental communication throughout the holiday period. • Ongoing communication with parents throughout the Autumn term. If information is urgent, we 	

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				will call, text or email parents as required.	
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19		<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes	<ul style="list-style-type: none"> All relevant information will be circulated to parents regularly and to the specific groups if applicable. Regular reminders provided to parents 	
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines		<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) 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. 	Yes	<ul style="list-style-type: none"> PPE based on government guidance is available with adequate stores to replenish. Regular handwashing and sanitising recommended. Masks are now mandatory when moving around the building and where maintaining social distance is difficult. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance		<ul style="list-style-type: none"> • 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. • Staff model social distancing consistently. • The movement of pupils 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, pupils 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. 	Yes	<ul style="list-style-type: none"> • See measures described above. • Behaviour policy is being reviewed for re-opening with clear groupings identified. • Key changes need to be made to policy in relation to Covid related changes • The behaviour policy has been updated a number of times with reference to updated DFE guidelines. This has been shared with staff and governors through meetings. The behaviour policy has been summarised and turned into a COVID-19 Stay Safe Pledge which should be signed by parents. If a child actively does something which breaks the Stay Safe Pledge and potentially spreads the virus, the child will be 	

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				<p>sanctioned accordingly.</p> <ul style="list-style-type: none"> • Children will social distance between bubbles but it will not be possible to social distance within bubbles. <p>We will put the following precautions in place within bubbles to try and limit unnecessary contact.</p> <p>Consistent seating plans</p> <p>Hand Sanitiser stations in classrooms.</p> <p>Masks to be worn in all indoor areas.</p> <p>Children who sit at the front, line up and leave first.</p>	
3.2 Classrooms and teaching spaces					
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>		<ul style="list-style-type: none"> • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	Yes	<ul style="list-style-type: none"> • 31 pupils maximum in each class within permeable bubbles • Social Distancing line at the front of the classroom for teachers. • Masks/ visors worn by staff when moving beyond that line. <p>Good ventilation maintained in classrooms and teaching spaces at all times through keeping doors and windows open.</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)
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors		<ul style="list-style-type: none"> • 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 pupils around school is minimised as much as possible. • Where possible, pupils stay in classrooms and staff move around. • Lesson change overs are staggered to avoid overcrowding. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	Yes.	<ul style="list-style-type: none"> • Clear direction of movement to different locations identified for all groups. • Lesson changeover cannot be staggered as staff need to move as well. • All students and staff now wear masks in the corridors. • Students are sanctioned with a straight red card if not wearing their mask. 	
3.4 Break times					
Pupils may not observe social distancing at break times		<ul style="list-style-type: none"> • Break times are staggered. • External areas are designated for different groups. • Pupils 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. 	Yes	<ul style="list-style-type: none"> • Social distancing not possible within bubbles. • No physical contact allowed. • Breaktime always outside to minimise the risk. • Regular staff supervision. • There will be staggered and supervised break releases in year group specific locations. 	

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3.5 Lunch times					
Pupils may not observe social distancing at lunch times		<ul style="list-style-type: none"> • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area 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, pupils eating in classrooms or other spaces. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). • Eating areas are cleaned after lunch. 	Yes	<ul style="list-style-type: none"> • Eating areas are wiped down after each usage (rather than after each sitting) • Social distancing not possible within bubbles. • Year groups kept apart in the canteen, and when queueing. • Breaktime always outside to minimise the risk. • Regular staff supervision. • There will be staggered and supervised break releases in year group specific locations. 	

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)
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures		<ul style="list-style-type: none"> • Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils know that they can only use the toilet one at a time. • Pupils 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. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	Yes	<ul style="list-style-type: none"> • Toilets open at all times to avoid queuing • Transition to and from bathrooms will be supervised • Year group toilets • Students wear masks in toilets as well as corridors and staircases. 	
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures		<ul style="list-style-type: none"> • Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> • Isolation room for symptomatic staff and pupils (segregated) • Additional cleaning in medical room • PPE work by First Aiders as required. 	
3.8 Reception area					

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<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>		<ul style="list-style-type: none"> • 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. 	<p>Yes</p>	<ul style="list-style-type: none"> • Visitors will not be admitted to the school building while students are on site except by appointment • Under National Lockdown, rules around parent visits tightened. Parents only allowed on site in exceptional circumstances. 	
<p>3.9 Arrival and departure from school</p>					
<p>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</p>		<ul style="list-style-type: none"> • Start and finish times are staggered. • The use of available entrances to and exits from the main teaching block is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including on the school gate. • Weekly messages to parents stress the need for social distancing at arrival and departure times. 	<p>Yes.</p>	<ul style="list-style-type: none"> • Supervised arrivals and departures by SLT • Clear signage in place • Staggered starts and end times. • Parents and students reminded during National Lockdown that they must go straight home at the end of the day in small groups. 	

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)
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing		<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings if pupils 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. 	Yes	<ul style="list-style-type: none"> The school is actively encouraging its students to walk/cycle to and from school wherever possible as part of its healthy lifestyles campaign. Extra bike storage capacity created. Pupils reminded to wear masks on public transport 	
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic		<ul style="list-style-type: none"> Communal large open spaces created for staff to collect refreshments Staff encouraged to use outdoor space for any break 	No.	<ul style="list-style-type: none"> Small staff rooms will not be open during this period Staff work rooms present an issue due to size of building in A-Block. Computer terminals removed to ensure staff don't work too close to each other. Staff regularly reminded of the social distancing requirements. 	

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				Good ventilation maintained in classrooms and offices where possible.	
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues or those who are shielding until 5 August are not identified and so measures have not been put in place to protect them		<ul style="list-style-type: none"> • 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 pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated register of pupils with underlying health conditions. 	Yes.	<ul style="list-style-type: none"> • The school MIS is regularly refreshed to capture details of any underlying health conditions, including those related to Covid-19. • School in regular communication with relevant parents. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
4.2 Staff with underlying health issues					
<p>Staff with underlying health issues or those who are shielding until 5 August are not identified and so measures have not been put in place to protect them</p>		<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. 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. 	Yes.	<ul style="list-style-type: none"> • BAME staff and staff with underlying health conditions have been subject to a robust risk assessment procedure. • Staff surveys completed to highlight any staff with concerns about returning to site. • Further individual risk assessments to be undertaken mid-late August. • Further staff surveys conducted in September and November highlighted concerns. • HR Director Open Door Policy has led to numerous conversations with concerned staff. • No CEV staff. CV staff individual risk assessments updated. 	
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					

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<p>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</p>		<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided. • Counselling team is in place and accepting referrals for most vulnerable. • New mental health first aiders also in place 	<p>Yes.</p>	<ul style="list-style-type: none"> • The school has an extensive counselling team • Counselling service to resume as normal in September • Mental health first aider training carried out by a number of staff. • Potential extension of tutor time for pastoral support • Mental health safeguarding referrals monitored closely. 	
<p>5.2 Mental health concerns – staff</p>					
<p>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</p>		<ul style="list-style-type: none"> • 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. 	<p>Yes</p>	<ul style="list-style-type: none"> • Staff briefings to include mental health and shared to support all staff. • Mental health First Aiders to support • HR Director Open Door Policy very supportive for staff. • Staff Surveys indicate school supporting 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)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family		<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes	<ul style="list-style-type: none"> Bereavement policy updated and utilised when appropriate (October and November) 	
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children when the school reopens		<ul style="list-style-type: none"> Not applicable now school reopen to all. Home learning still in place for pupils that continue to shield Remote learning provided for students forced to self-isolate. 	Yes	Not applicable. Remote Learning Plan created and implemented. Blended learning provided for students at home when class teacher and rest of class in school. Regular contact maintained with self-isolating students/parents.	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements		<ul style="list-style-type: none"> • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> • Reduced numbers of pupils/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 pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately. 	No	<ul style="list-style-type: none"> • Fire procedures remain the same with social distancing applied where possible at the muster point. • No fire drills during phased return for pupils planned. • Fire testing continues outside of school hours. • Fire doors to remain closed if not on automatic closure system linked to the alarm. • Fire Drill planned for December 	
Fire evacuation drills - unable to apply social distancing effectively		<ul style="list-style-type: none"> • Plans for fire evacuation drills are in place which are in line with social distancing measures. 	No	<ul style="list-style-type: none"> • Fire procedures remain the same with social distancing applied where possible at the muster point. • One Fire drill will 	

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				<p>take place during the autumn term</p> <ul style="list-style-type: none"> • Fire risk greater than COVID risk so social distancing not required, but masks must be worn if possible. 	
Fire marshals absent due to self-isolation		<ul style="list-style-type: none"> • An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	No	<ul style="list-style-type: none"> • Staff made aware of marshal responsibilities and will be responsible for those pupils in their room. 	
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		<ul style="list-style-type: none"> • Government guidance is being implemented where appropriate. • All systems have been recommissioned. • Additional checks in place 	Yes	<ul style="list-style-type: none"> • All up to date guidance has been applied. • Regular checks of all systems by HT and BM 	
Statutory compliance has not been completed due to the availability of contractors during lockdown		<ul style="list-style-type: none"> • 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. 	Yes	<ul style="list-style-type: none"> • All contractors are now available as usual. 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is always maintained . • Temperature checks are carried out on arrival and before entering the school building. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes	<ul style="list-style-type: none"> • All contractors are inducted into site and made aware of any adjustments that have been made and the expectations of the school. • No works will take place in the vicinity of where pupils are learning. • Contractors asked to maintain social distance, wear masks and follow general system of controls. 	
8. Finance					

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8.1 Costs of the school's response to COVID-19					
<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>		<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of- year forecast which factors them in has been produced. • MAT 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. • The school's projected financial position has been shared with governors and MAT B&A Cttee. 	<p>Yes</p>	<ul style="list-style-type: none"> • Funds made available by the DfE for reclaiming COVID related expenditure. • School budget regularly reviewed on a monthly basis. • Non-COVID spending reduced as required. 	

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. Governance					
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.		<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation following latest DfE guidance and NGA guidance The Principal'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 link 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. Chair of LGB maintains regular communication with Chair of Trust Board 	Yes	Regular Chair of LGB meetings with Headteacher. Clerk to Governors quality assures governance compliance issues.	
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
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