



Hope View School

COVID 19

Operational Risk Assessment for Schools Reopening

This risk assessment will remain a working document. This will be reviewed monthly, or when new guidance is issued. (next review 03/10/2020). All changes from the previous document will be highlighted in yellow.

Updated 03/09/2020

COVID-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: Mr A Stokes	Job title: Senior Manager	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of Assessment – 25/05/2020	Date of Review – 25/06/2020, or when new Government guidelines issued, reviewed on the 23/06/2020 and the 30/06/2020		

Related documents	
Trust/Local Authority documents:	<p>Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>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</p>

Risk matrix

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

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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 guidelines are applied		<ul style="list-style-type: none"> Agreed number of pupils 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 pupils when not at school with remote learning at home. 	YES	• Under current guidelines all students are expected to return to school. Remote learning/teaching will remain an option should the guidance change.	L
1.2 Organization of teaching spaces					
Classroom sizes will not allow adequate social distancing		<ul style="list-style-type: none"> Current guidelines recommend no more than 15 students to a class, this does not affect HVS. Class timetables and staffing (upper school have been changed to ensure minimum movement around the school. 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. Lower school classes stay together with their teacher and do not mix with other pupils. In secondary schools, assuming that setting is maintained, the class group stays together and does not mix with other pupils, but will move to other classrooms. 	YES	<ul style="list-style-type: none"> Class will move to their next subject room. This will be overseen by staff ensuring social distancing and not mixing with other classes/groups. Staff will also ensure that all work surfaces and chairs are disinfected before the class leaves. There will be a route for the change round which will be shown and demonstrated to students and staff. 	L
Large spaces need to be used as classrooms		<ul style="list-style-type: none"> There will be no large gatherings/assembly's in the main hall Large gatherings prohibited. 	YES	• There is no requirement at this stage to use the larger indoor spaces.	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		<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, if guidelines change or levels change due to sickness/COVID 19. Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online(not applicable at this stage) Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Full use is made of testing to inform staff deployment. 	YES	• Under current guidance from Public Health England there is no requirement to take and record temperatures of staff or pupils.	L

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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"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritized pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts. 	YES	<ul style="list-style-type: none"> Pupils will continue to be risk assessed before returning to school (SENCO) 	L
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"> The number of entrances and exits to be used is maximized. Different entrances/exits are used for different groups. Staff and pupils are briefed 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. 	YES	<ul style="list-style-type: none"> Taxi routine is in place to ensure social distancing. Taxi companies have been issued PPE for the use of the driver and pupils. Pupils are encouraged to wear a facemask.. The routine will also ensure the correct wearing and removal of the face coverings, which will include hand sanitizing and the disposal of face coverings. 	L
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines		<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where possible. Appropriate signage is in place to clarify circulation routes. Movement of pupils around school is minimized as much as possible. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty Rota and levels of supervision are in place. Extra staff (Where available) on duty at break and lunch to ensure social distancing. 	YES	<ul style="list-style-type: none"> This will be reviewed daily; staff must report any concerns to SLT. 	L

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1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened		<ul style="list-style-type: none"> 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. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	YES		M
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		<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. Staff will be briefed on the clear desk policy, only the laptop will be allowed on the teacher's desk, allowing for disinfecting. 	YES	<ul style="list-style-type: none"> Staff briefed on the use of shared items such as printers, telephones and laptops. All of these items will be sanitized on regular basis and operators will be required to sanitize hands before and after use. Where possible shared items will remain in situ. 	L
1.9 Managing the school lifecycle					
Limited progress with the school's summer term calendar and work plan because of COVID-19 measures		<ul style="list-style-type: none"> Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. Restrictions in place with regard to visitors to the school site. 	YES	Staff briefed on timetable and curriculum expectations. Quarantine measures in place for practical equipment. Visitors not permitted on site unless the visit relates to a child protection/safeguarding matter. Then only by permission by the Headteacher	L
Pupils moving on to the next phase in their education do not feel prepared for the transition		<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. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. 	YES	Annual review meetings to be scheduled for the Autumn by school SENCO for pupils who will be leaving in July 2021 to discuss transition plans.	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)
1.10 Governance and policy (QAT)					
Quality Assurance Advisor (QAA) are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> QAA are briefed regularly on the latest government guidance and its implications for the school. 	YES	Monitoring visits conducted by QAA each half term. A schedule of meetings between HT and QAA to be arranged to ensure regular communication.	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		<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and QAA have been briefed accordingly. 	No	•Ongoing and regular review system in place.	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		<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents QAA Local authority Professional associations Other partners 		Policies, systems and procedures regularly reviewed in line with government guidance/changes and communicated to all groups via school systems. Three weekly briefings and weekly staff meetings are held with COVID19 updates on the agenda.	L
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 is issued to all staff prior to reopening. Induction and CPD programs are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behavior management Safeguarding Risk management 	No	All staff to receive updated H & S and Fire Safety training from Senior Fire Marshall. Safeguarding Training has taken place. All staff have received training on COVID19 systems and procedures within the school.	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)
New staff are not aware of policies and procedures prior to starting at the school when it reopens		<ul style="list-style-type: none"> Induction programs 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"> New staff inductions completed by Line Managers Staff Handbook/relevant policies issued to all new staff. 	L
1.14 Free school meals					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school		N/A	YES		N/A
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.		<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 	Ongoing	This is now complete	L
1.16 School transport					
Changes to Bus and Taxi schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times		<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. The school to obtain information from Kent Passenger Transport with regard to the number and names of pupils sharing vehicles. Staggered start/departure times not required due to the small nature of the school and dedicated transport being provided by the local authority. 	YES	<ul style="list-style-type: none"> Staff on duty control the entry and exit of the students. Students will only be released from taxis on car at a time. They will then be directed to go straight to their classroom. Staff will ensure the arrival and departure routine is followed. 	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)
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"> Both sites have been deep cleaned prior to opening on the 01/09/2020 An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Staff in classrooms are only to use the disinfectant wipes provided. The diluted disinfectant is not for use in classrooms. Caretaker and cleaner us outside of the classrooms. Caretakes will continue to clean disinfect communal areas/toilets and record this on the sheet at the locations. 	YES	<ul style="list-style-type: none"> Staff will be briefed that classroom surfaces with be disinfected at the end of each period, this must include chairs. there is no requirement to keep a log of this at the upper school. Lower school will continue to clean/disinfect on the hour and record as per previous quid lines. 	L
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitizer mean that pupils and staff do not wash their hands with sufficient frequency		<ul style="list-style-type: none"> An audit of handwashing facilities and sanitizer 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 sanitizer are maintained throughout the day. 	YES	<ul style="list-style-type: none"> The availability of hand sanitizer and cleaning equipment will be added to the weekly health and safety checks. The caretaker will be responsible for ensuring there is always hand sanitizer and cleaning equipment available. 	L
Pupils forget to wash their hands regularly and frequently		<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 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. 	YES	<p>All pupils to be briefed on hand washing routines and procedures on the first day back and regularly throughout the school day.</p> <ul style="list-style-type: none"> 	L
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading		<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 minimize risks. Expectations and guidance are communicated to parents. 	YES	<ul style="list-style-type: none"> Staff are to monitor those attending school, reporting any concerns to the SENCO 	L
The use of fabric chairs may increase the risk of the virus spreading		<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	YES	<ul style="list-style-type: none"> Fabric chairs are only to be used by staff and then only by one staff member to one chair. No sharing. Fabric chairs to be kept behind teachers desk. 	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)
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. 	Ongoing	<ul style="list-style-type: none"> 	L
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. 	YES	<p>The school has been provided with a small number of COVID19 tests which can be given to parents who may not be willing to access a test of their own accord if their child develops symptoms. Available from the HT</p> <ul style="list-style-type: none"> 	L
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19		<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"> This risk assessment to be reviewed monthly or when Government Guidance has been updated. 	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		<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	<p>Procedures to be updated regularly in line with Government Guidance.</p>	L

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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. 	YES	• This will be reviewed when there is a drop in staff numbers due to illness/COVID.	L
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"> Cabin is to be used as the medical room. Medical room is now equipped as per guidelines, this includes: gloves, face masks, aprons and face shields 	L
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. A COVID-19 section on the school website is created and updated. 	YES	•School website used to update parents on a regularly basis.	L
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 and telephone to individual parents where necessary and the school's website for all. 	YES	•School website updated regularly in line with government guidance.	L
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. 		•PPE is available to staff in all areas of the school.	L

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3. Maximising social distancing measures					
3.1 Pupil behavior					
Pupils' behavior 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 banned. • 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. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	Ongoing	<ul style="list-style-type: none"> • Any instances of poor behaviour are to be reported directly to SLT in charge of pastoral care as well as the SENCO in the first instance. 	L
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures		<ul style="list-style-type: none"> • 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 pupils per class). • All furniture not in use has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. 	YES	<ul style="list-style-type: none"> • Desks have been arranged so that they are least 2m apart, this includes the distance from teachers desk and teaching area (whiteboard) 	

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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. • 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. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	YES	<ul style="list-style-type: none"> • Pupils to be encouraged to use the toilet before going to break, ensuring only one person uses the toilet at a time. 	L
3.4 Break times					
Pupils may not observe social distancing at break times		<ul style="list-style-type: none"> • Pupils have their bags with them at all times. • 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, especially with younger pupils, to support social distancing. 	YES	<ul style="list-style-type: none"> • 	L
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. • Tables and chairs have been cordoned off where this is not possible • 	YES	<ul style="list-style-type: none"> •Bags to remain with students at all times 	L

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3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures		<ul style="list-style-type: none"> 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"> A spreadsheet detail cleaning times to be displayed. Two way radio will be used to control access to the toilets, minimizing the chance two students will pass each other outside of their own classroom Lower School staff to use the main building. Students to be controlled via two way radio. 	L
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"> PPE IS TO BE WORN, INCLUDE FACE SHIELD AND APRON WHEN DEALING WITH SICK PUPILS 	M
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		<ul style="list-style-type: none"> Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	YES	<ul style="list-style-type: none"> Visitors to site only permitted by the Headteacher and by appointment. Visitors only permitted in exceptional circumstances i.e. for Child Protection/Safeguarding reasons. 	L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply		<ul style="list-style-type: none"> The exiting and entering of the school premises to vehicles is staggered on arrival and departure. 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. Parents must remain in vehicles when dropping off/collecting pupils. 	YES	<ul style="list-style-type: none"> Students are collected by taxi, the entry and exit strictly controlled by staff. All visitors to the school, including parents/carers will be dealt with by the receptionist in the first instance and are only permitted to attend by appointment. 	L

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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 and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. <p>If you do have to travel with people outside your household or support bubble try to:</p> <ul style="list-style-type: none"> share the transport with the same people each time keep to small groups of people at any one time open windows for ventilation face away from each other consider seating arrangements to maximize distance between people in the vehicle clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch ask the driver and passengers to wear a face covering 	YES	<ul style="list-style-type: none"> Only two members of staff are likely to use public transport and one pupil and this would be by train Staff are to follow government guidelines on the wearing of face masks. At this time there is no requirement to wear face coverings. Staff will be briefed on car sharing and current guidelines. 	L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic		<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 		<ul style="list-style-type: none"> Staff are to be reminded re access and use of the photo copier 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

<p>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>		<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. 	<p>YES</p>		<p>L</p>
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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)
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		<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. 	Ongoing	<ul style="list-style-type: none"> Staff with underlying health issues are known, and full risk assessments have been completed and reviewed on the 04/09/2020 	M
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<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. 	YES	<p>Pupils are able to access on site therapy and a referral process is in place to facilitate this.</p> <ul style="list-style-type: none"> 	L
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		<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. 	YES	<p>Staff group supervision will be underway later in the term and is mandatory for all staff.</p> <p>1-1 supervision sessions are available to all staff and they have been briefed on how to access this resource.</p>	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)
Working from home can adversely affect mental health		<ul style="list-style-type: none"> • Staff working from home due to self-isolation have regular catch-ups with line managers. • Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. • Appropriate work plans have been agreed with support provided where necessary. • Staff working from home may help provide remote learning for any pupils who need to stay at home. 	YES	<ul style="list-style-type: none"> • Not Applicable at this time 	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	1-1 supervision sessions are available to all staff and they have been briefed on how to access this resource.	L
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"> • 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. 	YES		L

Template operational risk assessment for school reopening

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. 	YES	<ul style="list-style-type: none"> • All staff will be briefed on the fire evacuation plan; and this will be tested within the first week of the students returning. • Staff are to ensure social distancing at all times. 	L
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. 	YES	<ul style="list-style-type: none"> • staff briefed on how staff and pupils will gather at the fire assembly point 	L
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. 		<ul style="list-style-type: none"> • Not applicable at this stage. 	L
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. 	YES	<ul style="list-style-type: none"> • N/A site has not been closed 	L
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		L

Template operational risk assessment for school reopening

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 maintained at all times. 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		L
8. Other					
8.1 Implications of using school transport – 8.2 Use of play/sports equipment					
8.1 The fabric interior could be difficult to disinfect		<ul style="list-style-type: none"> School vehicles will only be used to transport pupils in an emergency, and this will only be as a last resort. The use of school vehicles will not be permitted outside the school environment. Any use the school vehicles must be reported to the SLT so that a decision can be made re decontamination/ disinfectant. 	YES		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)
9. Quality Assurance Team					
9.1 Oversight of the Quality Assurance Advisor (QAA)					
Lack of QAA oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		<ul style="list-style-type: none"> The QAA continues to meet regularly via online platforms. The QAA agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Head Teacher reports to QAA 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 QAA with designated responsibilities is in place. 	YES		L
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
10.1. The COVID 19 Virus could be spread via air conditioning Systems.		<ul style="list-style-type: none"> The guidelines and legislation around the use of air conditioning units is unclear. Due to this the school will not be using any of its Air Conditioning unit. <p>As of the 29/06.2020, Further advice has now been sought from the unit supplier. The unit circulates air from within the classroom and does not bring in Fresh air from the outside. The suppliers are also seeking further guidance re the use of anti bac filters an there effectiveness with the Corona Virus. Awaiting further updates.</p>		<ul style="list-style-type: none"> It has now been established that the air conditioning units to not bring in fresh air. The windows will not allow for sufficient fresh air; therefore the units are not to be used. 	L
10.2. Risk of cross contamination via shared play equipment.		<ul style="list-style-type: none"> All play/sports equipment that could be shared are to be secured away and not allowed to be used. This will include bikes, scooters and basketballs. Board games and similar are not to be shared between class rooms/bubbles 		<ul style="list-style-type: none"> 	L
10.3. COVID 19 Virus could be spread by those waiting in medical rooms.		<ul style="list-style-type: none"> Staff dealing with pupils in medical rooms have been instructed to wear gloves and face masks. Where there is a risk of bodily fluids being transferred, i.e. spitting or vomiting then full PPE is to be worn: gloves, faces masks, aprons and face shields. 		<ul style="list-style-type: none"> 	L

