# **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 **22nd February 2021** as follows:

Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak

Updated 7 April 2021

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| Assessment conducted by: | Samantha Travis  James Yelland  Signed off by D Dickinson | Job title: | Headteacher  Caretaker | Covered by this assessment: | Staff, pupils, contractors, visitors, volunteers |

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| Date of assessment: | 10/04/21 | Review interval: | Upon new guidance | Date of next review: | tba |

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| Related documents | |
| **Trust documents:**  See COVID-19 section of website www.watertonacademytrust.org | **Government guidance**  Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak  Updated 7 April 2021  Actions for schools during the coronavirus outbreak  What all schools will need to do during the coronavirus (COVID-19) outbreak.  6 April 2021  Face coverings in education  Guidance on the use of face coverings for schools and other education institutions that teach people in years 7 and above in England.  6 April 2021,  Covid 19 Response Spring 2021 February 2021  COVID-19: cleaning in non-healthcare settings |

**Risk matrix**

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

| Areas for concern | | | Risk rating prior to action  (H/M/L) | | Control measures | | In place?  (Yes/No) | | Further action/comments | | Residual risk rating  (H/M/L) | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Establishing a systematic process of full opening, including government recommended measures** | | | | | | | | | | | | |
| **1.1 Net capacity** | | | | | | | | | | | | |
| **Available capacity of the school is reduced when social distancing guidelines are applied** | | | H | | * Increase to recommended bubble size to accommodate whole class meets capacity requirements | | Yes | | * Operational Plan (OP) 4 in place * All space in school open with controlled access and clearly marked systems for travel | | L | |
| **1.2 Organisation of teaching spaces** | | | | | | | | | | | | |
| **Classroom sizes will not allow recommended layout of desks** | | | M | | * Working spaces re-modelled, with chairs and desks facing forwards to minimise face to face contact. * Unnecessary furniture is removed to provide more space * Clear signage displayed in classrooms promoting distancing (adults) and side by side working * Consistent groups in place that do not mix with other groups. | | Yes | | * Spare furniture stored safely for increased access throughout all areas in school. * Standard operating procedures allow for class bubbles to be maintained throughout the day. * Each bubble has own access point and timings to enter and leave the building as part of OP. | | L | |
| **Large spaces need to be used as classrooms** | | | H | | * Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. * Large gatherings prohibited e.g. assembly * Design layout and arrangements in place to enable groups to maintain consistency and minimise contact with other groups | | Yes | | * One way systems and staggered entrance and exit times detailed in OP4 * All assemblies are remote by Microsoft Teams into each class Bubble. | | 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** | | | H | | * 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 staff to supervise groups is in place (to be directed by teaching staff). * Full use is made of testing to inform staff deployment. * A blended model for home learning and attendance at school is utilised * Trust wide deployment of staff has been considered if appropriate | | Yes | | * This point will be kept under constant review. * Trust HR to be contacted should a reduction in staffing numbers compromise safeguarding. | | L | |
| **1.4 Prioritising provision** | | | | | | | | | | | | |
| **Disruption to education has had a varied impact on pupils** | | | H | | * Plans are in place to meet the identify and support additional learning needs * Pastoral and SEND support is deployed wherever possible to support prioritised pupils. * Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. | | Yes | | * All pupils must now be provided for within the home and school environment. * Every class will be following a structured PSHE programme which supports health and well being. * Non teaching SENDCO and Learning Mentor will dedicate time to working with pupils who show vulnerability. * Remote contact by the SENDCO and Learning Mentor will continue daily to ensure vulnerable families are supported while pupils are in school. * The Attendance Officer and Headteacher to monitor the attendance of vulnerable pupils and provide swift action where concerns are identified. * SENDCO to work remotely with the HUB and other professional agencies including social workers. * All communication recorded on CPOMS. | | M | |
| **1.5 The school day** | | | | | | | | | | |
| **The start and end of the school day create risks of breaching social distancing guidelines** | H | | * Staff do not travel to school together where social distancing cannot be maintained * Parents and pupils to be encouraged to walk to school where possible * Parents required to wear face coverings when collecting and dropping children at the school gates. * Encourage only 1 parent to attend school with their child(ren) with siblings left at home if appropriate care arrangements are in place. * 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, pupils and parents are briefed and signage provided to identify which entrances, exits and circulation routes to use. * Parents/Carers are NOT to enter the school building without a prior appointment (at which point social distancing must apply) * A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. * Floor markings are visible where it is necessary to manage any queuing. * Attendance patterns have been optimised to ensure maximum safety. * Process for removing face masks on arrival at school (for those arriving by public transport) is clearly communicated to parents and pupils. * HT and Caretaker (who are present outside school each morning and at home time will wear a face covering. | | Yes | | * Staggered start and end of day times communicated to families for all year groups in school. * Staggered systems for teachers collecting children and leading children to and from parent drop off and collection point. * Holding bay sectioned off immediately in front of main gates to ensure safety from road and limit mass gathering. * No bikes or scooters. * Playground clearly marked for systems of managing class * bubbles to avoid cross bubble contamination. * Head teacher and Caretaker to supervise drop off and collection near to main gates. * Bubble teacher to lead own bubble in and out of school. * All of the above is taken account of in OP4 and has been shared with families via written letter. * Reminder Group Call to all families in February 21 prior to children starting. * Safer Schools Police Officer reminding parents regarding face covering requirement. | | L | |
| **1.6 Planning movement around the school** | | | | | | | | | | | | |
| **Movement around the school risks breaching social distancing guidelines** | | | H | | * Circulation plans have been reviewed and revised. * One-way systems are in place where required. * Corridors are clear of all obstructions to maximise space * Appropriate signage is in place to clarify circulation routes. * Pinch points and bottle necks are identified and managed accordingly. * Movement of pupils around school is minimised as much as possible and is carefully managed to avoid contact e.g. access to toilets * Access rooms through external doors where possible | | Yes | | * Internal doors to remain open if they are not Fire Doors to encourage flow * The HT and Caretaker to monitor flow on corridors for obstructions which minimise space. * Cloakrooms doors to be used to gain access to and from playground. * Unnecessary furniture has been removed. * Behaviour policy adapted to reflect social distancing guidelines. | | L | |
| **1.7 Staff workspaces** | | | | | | | | | | | | |
| **Staff rooms and offices do not allow for observation of social distancing guidelines** | | | H | | * 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 rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate | | Yes | | * An open area for staff to make drinks has been designated with a 1 in and 1 out system which will work around staggered breaks and lunches. | | L | |
| **1.8 Policy/Procedure review** | | | | | | | | | | | | |
| **Existing policies and procedures on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances** | | | H | | * 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 other stakeholders have been briefed accordingly. * Existing school wide emergency procedures have been reviewed in line with new measures and adjusted accordingly * Individual pupil and staff emergency procedures and risk assessments have been reviewed and adjusted accordingly * All small, consistent groups have access to appropriate first aid, medical and spill supplied within their individual locations | | Yes | | * ENCP/SEN children have individual up to date RA’s in place and these have been communicated to the family, professionals, and staff. These are recorded o CPOMS. * Staff will read and sign the new DfE Covid 19 guidance and will sign to say they have read and understood this Risk Assessment and OP4. * Staff are aware of First Aid procedures. HT made aware if a child requires First Aid and contact with parents to me made immediately. * Regular H&S briefings will be held remotely with staff starting with: * Teachers and HLTA’s and other Support Staff | | L | |
| **1.9 Communication strategy** | | | | | | | | | | | | |
| **Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health** | | | H | | * Communications strategies for the following groups are in place:   + Staff   + Pupils   + Parents   + Governors/Trustees   + Local authority   + Regional Schools Commissioner   + Professional associations   + Other partners * Consistent message is being delivered throughout the organisation * Clear signage and instructions are displayed throughout the site | | Yes | | * Communication from the Trust and from the school went out week beginning 4/1/21 and are ongoing. * The school to replenish and update signage and markings during summer holidays. * Website, Groups Call, Email and Twitter to be used for communication with all stakeholders. * A new online Learning Policy will be communicated to parents via the school’s usual means of social media * Teachers to communicate key learning information to children isolating via Microsoft Teams. * Key information regarding the RA will be placed on Microsoft Teams for Academy Stakeholders. | | L | |
| **1.10 Staff induction and CPD** | | | | | | | | | | | | |
| **Staff are not trained in new procedures, leading to risks to health** | | | H | | * A staff briefing is held for all staff prior to reopening * Trust communications are distributed to all staff including those who are home based * Staff coming into school after opening receive briefing * Regular staff meetings allow for 2 way communication and feedback. * Induction and CPD programmes are in operation for all staff prior to reopening, and include:   + Infection control   + Fire safety and evacuation procedures   + Constructive behaviour management   + Safeguarding   + Risk management | | Yes | | * Initial information emailed prior to H&S briefing in February 21. * Briefings were held February 21 * Copy of RA and Operational Plan 4 cascaded to all staff. * Regular H&S updates weekly * All briefings will be minuted. | | L | |
| **New staff are not aware of policies and procedures prior to starting at the school when it reopens** | | | H | | * Induction programmes are in place for all new staff – either online or in-school – prior to them starting.   Revised documentation is issued to all new staff prior to them starting. | | Yes | | * Guidance dependent on changes will be communicated to staff Week beginning January 4th 2021. | | L | |
| **1.11 Free school meals** | | | | | | | | | | | | |
| **Pupils eligible for free school meals do not receive provision during any local lockdown** | | | H | | * All pupils who are eligible for free school meals have been identified and attendance pattern sent to Trust. * A plan is in place and communicated to school and family detailing provision. | | Yes | | * The school will work closely with the Trust. * The school has secured Free Breakfast provision through Magic Breakfasts. Bagels are served every morning. | | L | |
| **1.12 Risk assessments** | | | | | | | | | | | | |
| **Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.** | H | | * Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:   + Different areas of the school   + When 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 | | * Operational Plan 4 is written in light of the new guidance and updated Risk Assessment. * H&S Briefing Feb 21 | | L | |
| **1.13 School transport** | | | | | | | | | | | | |
| **Changes to public transport schedules as a result of COVID-19 adversely affect pupils’ attendance and punctuality and do not align with staggered start and departure times** | | | H | | * School will work with individual families to manage attendance/punctuality expectations in light of limitations. * EWO is aware of and working with families who are having difficulties in managing attendance | | Yes | | * Attendance Officer and HT to meet regularly with EWO. * Support from the the HT and the schools Safeguarding Team and other professional agencies for families with transport needs | | M | |
| **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** | | | H | | * A 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 reviewed and adjusted accordingly * School based staff are provided with relevant training and equipment to manage additional cleaning throughout the day. * There is frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and in the reception area, using appropriate products and methods * End of school procedures are in place to maximise available cleaning hours * Rigorous checks are carried out by the SLT and site team to ensure that the necessary procedures are being followed * Classroom based resources can be shared and used within the bubble with regular cleaning * Pupils and staff have own frequently used equipment e.g. pens/pencils that are not shared * Cross class/bubble resources are cleaned frequently and meticulously between bubbles or rotated to allow to be left unused and out of reach for 48 hours (72 hours for plastic) between use by different bubbles. * Pupil belongings in school are limited to essential items only e.g. lunchboxes, a bag, pencil case * Sharing of resources out of the school environment is limited. Pupils and teachers can take books home but unnecessary sharing should be avoided. * Waste bins are emptied twice a day, once after lunch and once at the end of the day. Waste is double bagged, sealed and remains within the room for collection by caretaker following departure of pupils/staff | | Yes | | * Cleaning supplies, training and equipment to be made available in each area * Waste bins to be lined with multiple bags * Cleaning routines part of OP4 at key points of day * Trust feedback to schools on cleaning contract management to be provided * HT and Caretaker to monitor daily and discuss if concerns are identified * Control measures highlighted at H&S Briefing Feb 21 * Working spaces are tidied and organised for thorough cleaning to take place each evening. | | L | |
| **2.2 Hygiene and handwashing** | | | | | | | | | | | | |
| **Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency** | H | | * An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. * Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. | | Yes | | * Hand sanitising stations as well as wall mounted sanitising units are located in all rooms throughout the school. Posters support to remind all that social hygiene is important. * Check to done daily by Caretaker and included in weekly premises checks by Caretaker and HT * Caretaker to communicate any concerns to Premises Team and HT | | L | |
| **Pupils forget to wash their hands regularly and frequently** | H | | * 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. * Handwashing takes place on entry to school, prior to departure and at set times throughout the day, before and after eating, after coughing/sneezing. * Hand sanitiser is provided in locations where hand washing facilities are not readily available. | | Yes | | * As above in 2.2 * Staff ensure the washing hands is part of standard operating procedures daily in each class bubble. * Sanitising stations are located in every separate area within the school. * Constant reminders are communicated and modelled by all staff. * Hygiene is incorporated into learning as part of Science and PSHE. * Extra sanitising stations are located in the playground as the children enter and exit school | | L | |
| **2.3 Clothing/fabric** | | | | | | | | | | | | |
| **~~Not wearing clean clothes each day may increase the risk of the virus spreading~~** | | |  | | * ~~Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.~~ * ~~Expectations and guidance are communicated to parents.~~ | |  | | ~~CHECK THIS ONE~~ | |  | |
| **~~The use of fabric chairs may increase the risk of the virus spreading~~** | | |  | | * ~~Take fabric chairs out of use where possible.~~ * ~~Where that is not possible then ensure chairs are limited to single person use.~~ | |  | | ~~CHECK THIS ONE~~ | |  | |
| **2.4 Testing and managing symptoms** | | | | | | | | | | | | |
| **Testing is not used effectively to help manage staffing levels and support staff wellbeing** | | | H | | * Guidance on getting tested has been published. * The guidance has been explained to staff as part of the return to school induction process. * The Trust has registered as an employer on the government testing portal and named co-ordinators have been communicated to schools | | Yes | | * Guidance has been shared with all staff. | | M | |
| **Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms** | H | | * 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 | | Yes | | * HR to provide guidance to Heads and staff on absence reporting, recording and management * Trust communication to be updated and re-sent to all parents/carers and staff regularly | | M | |
| **Staff, pupils and parents are not aware of the school’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19** | H | | * 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 | | * Trust communication to be updated and re-sent to all parents/carers and staff regularly | | M | |
| **Staff, pupils and parents are not aware of the school’s procedures should there be a confirmed case of COVID-19 in the school** | H | | * 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 | | * Trust communication to be updated and re-sent to all parents/carers and staff regularly | | L | |
| **2.5 First Aid/Designated Safeguarding Leads** | | | | | | | | | | | | |
| **The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children’s safety at risk** | | | H | | * First Aid certificates extended for three months. * A programme for training additional staff is in place. * Collaborative arrangements for supporting staff in other schools in the Trust have been agreed. | | Yes | | * The school has an adequate number of First Aiders and Paediatric First Aiders. * The school to contact the Trust should the number of First Aiders lessen to a point of which children are at risk. | | L | |
| **2.6 Medical rooms** | | | | | | | | | | | | |
| **Medical rooms are not adequately equipped or configured to maintain infection control or there is not a dedicated medical room in school** | | | H | | * 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. * Appropriate PPE is available within the medical room | | Yes | | * An area is identified and designated as a medical point and can be used to isolate a person displaying symptoms whilst awaiting collection * Calm Room prepared in case of need | | M | |
| **2.7 Communication with parents** | | | | | | | | | | | | |
| **Parents and carers are not fully informed of the health and safety requirements for the reopening of the school** | H | | * 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 regular basis using a range of communication tools. * A COVID-19 section on the Trust website is created and updated. * Parents communicated to regards requirements of face coverings for staff on duty at the gates and parents collecting and dropping children off. | | Yes | | * Communication sent 9th Sept and 15th Sept. Reminders to been 8th Sept prior to children coming back to school. * Frequent communication via various social means – see 1.9 * Forms of communication include: Letter, Group Call, Posters on the school gates, Website and Twitter if needed. | | L | |
| **Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19** | H | | * Key messages in line with government guidance are reinforced on a regular basis via all communication channels. | | Yes | | * The office and IT Leader will be delegated to communicate when needed on Twitter, Website and via Group Call * Parents contacted immediately by telephone | | M | |
| **2.8 Personal Protective Equipment (PPE)** | | | | | | | | | | |
| **Provision of PPE for staff where required is not in line with government guidelines** | H | | * Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. * Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) 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. * Staff on duty at the school gates are required to wear face coverings. These will be removed upon entering the building. * Where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff to wear, or agree to them wearing face coverings in these circumstances | | Yes | | * Part of Briefing on 7th & 8th Sept agenda. Any further guidance from the Trust or government will be followed up immediately through staff briefings. * The school does not foresee children requiring intimate care in Sept. * The school has provided the Trust with a list of PPE as required. * Face covering requirement on school gates communicated to staff prior to 2nd November * Further DfE guidance on face coverings dated 8/1/21communicated to staff by the CEO and then by the HT on 25/01/21 | | L | |
| **3. Maximising social distancing measures** | | | | | | | | | | | | |
| **3.1 Pupil behaviour** | | | | | | | | | | | | |
| **Pupils’ behaviour on return to school does not comply with social distancing guidance** | H | | * Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters 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 and staggered 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. * Individual risk assessments have been reviewed and updated for pupils with additional needs. Concerns have been discussed with parents and a plan agreed where required. | | Yes | | * Regular H&S Briefings to discuss with staff * Behaviour policy and individual RA’s updated to reflect guidance * Immediate contact with parents should concerns build especially if a child’s behaviour put another child or staff member potentially at risk. | | L | |
| **3.2 Classrooms and teaching spaces** | | | | | | | | | | |
| **The size and configuration of classrooms, teaching spaces and cloakrooms does not support compliance** | H | | * Net capacity assessment completed, with each classroom and teaching space compliant with government guidance (i.e. front facing desks, consistent groups). * All excess furniture has been removed from classrooms and teaching spaces. * Arrangements are reviewed regularly. * Outdoor learning is planned where possible and appropriate with required social distancing measures in place * Outdoor fixed equipment is limited to use by one bubble. All participants must wash hands after use and are reminded not to touch faces after use. Cleaning of high touch areas is carried out between groups. * Cloakroom areas have been allocated to each consistent group or, where this cannot be managed, temporary cloakroom areas are established within classrooms. | | Yes | | * Playground and field is sectioned into quarters to allow for class bubbles to have own space. * Trim Trail is out of use until guidance eases. | | L | |
| **3.3 Movement in corridors** | | | | | | | | | | | | |
| **Social distancing guidance is breached when pupils circulate in corridors** | | | H | | * 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. * Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. * Appropriate supervision levels are in place. | | Yes | | * Part of Feb 21 H&S Briefing agenda to discuss with staff. * Part of OP 4. * Immediate contact with parents should concerns build especially if a child’s behaviour risks cross bubble contamination. | | L | |
| **3.4 Break times** | | | | | | | | | | | | |
| **Pupils may not observe social distancing at break times** | | | H | | * 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, especially with younger pupils, to support social distancing. | | Yes | | * Part of OP4. * Timetable of adults across school to adequately support in each class bubble at all key points of the day. | | L | |
| **3.5 Lunch times** | | | | | | | | | | | | |
| **Pupils may not observe social distancing at lunch times** | | | H | | * 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 separation of consistent groups. * 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, * 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 | | * . * OP4 identifies cleaning procedures of all areas by lunchtime and support staff. * Cleaning boxes available within each classroom and within the hall. | | L | |
| **3.6 Toilets** | | | | | | | | | | | | |
| **Queues for toilets and handwashing risk non-compliance with social distancing measures** | | | H | | * Queuing zones for toilets and hand washing have been established and are monitored. * Floor markings are in place to enable social distancing if required. * 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 | | * 1 in and 1 out system for toilets. * Routine established and children reminded by staff * Daily monitoring by Caretaker and HT * Floor markings on playground for queuing | | L | |
| **3.8 Reception area** | | | | | | | | | | | | |
| **Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines** | H | | * 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. * Parents/Carers are encouraged to use an appointment system to stagger visitors to school * Arrangements are in place for segregation of visitors. * Delivery Services to be met at the gate by staff members. Face coverings are required. | | Yes | | * Cones will be in used in the playground for parents dropping off as a designated point with good distance from pupil queuing points * No entry for parents and visitors through pedestrian gate – staff to use intercom * No entry for delivery services – Caretaker to meet and greet at the gate with face covering. | | L | |
| **3.9 Arrival and departure from school** | | | | | | | | | | |
| **Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply** | H | | * Start and finish times are staggered. * Parents required to wear face coverings when dropping children off and collecting children from the school gates. This includes dropping and collecting to and from wrap around provision (Breakfast club & Catch Up Clubs) * Parents exempt from face coverings are advised to show exemption lanyard/evidence or advised not to approach the school gates. * Safer Schools Officer to support areas external to school at key times of the day. * The use of available entrances and exits is maximised. * Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings. * Messages to parents stress the need for social distancing at arrival and departure times. * Staff observe and report any breaches to SLT. | | Yes | | * Safer Schools Police Officer to patrol road immediately adjacent to school to ensure parents are not congregating. | | L | |
| **3.10 Transport** | | | | | | | | | | |
| **The use of public and school transport by pupils poses risks in terms of social distancing** | H | | * 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. | | Yes | | * No bikes or scooters allowed – this has been communicated to parents. Group call reminder to be sent on 8th Sept prior to children returning to school. | | L | |
| **3.11 Staff areas** | | | | | | | | | | |
| **Staff rooms and offices do not allow for observation of social distancing guidelines** | H | | * 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 rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate | | Yes | | * Designated place for drinks to be made. 1 in 1 out system due to staggered break and lunch * Strict start and finish for staff so that the Caretaker and cleaners have access to thoroughly clean rooms. * Sharing of office space to be limited * Large staff meetings wherever possible are done remotely | | L | |
| **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 are not identified and so measures have not been put in place to protect them** | H | | * 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 | |  | | M | |
| * **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** | H | | * 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.** * Current government guidance is being applied. * Staff identified as clinically vulnerable or extremely clinically vulnerable are deployed to roles where social distancing can be maintained. * Individual risk assessments are developed and discussed with the member of staff | | Yes | | HR to provide updated guidance and communications to Heads/staff  Staff with individual RAs in place – reviewed 23.2.21 | | 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** | | | H | | * 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 | | * Training requirements to be communicated to HR * All staff have undergone remote training on varying aspects of pupil mental health. * Daily well being calls to clinically vulnerable children * Trained staff to deliver Mental Health & Well Being interventions to children if needed * Blended learning for children accessing learning at home if clinically vulnerable and in school lessons. | | L | |
| * **5.2 Mental health concerns – staff** | | | | | | | | | | | | |
| **The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general** | | | H | | * 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 | | * HR to support where required * The school has undertaken staff Well Being meetings. Further Well Being meetings will take place half termly from Sept. * The school as appointed a TA specialist for staff well being * The HT will hold daily and weekly remote meetings with various groups and phases of staff as well as individual remote meetings where needed. * The HT will check in with all staff daily to ensure consistent wellbeing support is being offered if needed | | L | |
| **Working from home can adversely affect mental health** | | | H | | * 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 | | * HR to support where required * Staff to communicate daily via email and telephone with the HT. * As above | | L | |
| **5.3 Bereavement support** | | | | | | | | | | | | |
| **Pupils and staff are grieving because of loss of friends or family** | | | H | | * The school has access to trained staff who can deliver bereavement counselling and support. * Support is requested from other organisations when necessary. | | Yes | | * Bereavement training courses are being sourced through HR. * Well Being TA with DSLMH accreditation will complete remote training in January 21 to increase capacity for bereavement support to children and staff if needed. * The schools Safeguarding Team will dedicate time to working with grieving families and seek support where needed from external professionals. | | M | |
| **6. Operational issues** | | | | | | | | | | | | |
| **6.1 Review of fire procedures** | | | | | | | | | | | | |
| **Fire procedures are not appropriate to cover new arrangements** | H | | * Fire procedures have been reviewed and revised where required, due to:   + 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 | | * The HT and Caretaker will formulate a separate plan. This will be communicated to staff at the H&S briefing Feb 21 * Following briefing - Staff to communicate relevant information to children. * Revised child friendly posters communicate main safety points in case of evacuation | | L | |
| **Fire evacuation drills - unable to apply social distancing effectively** | H | | * Plans for fire evacuation drills are in place which are in line with social distancing measures. | | Yes | | * As above * HT, Caretaker & SAO to meet Feb 21 t to devise new plan for term ahead. | | L | |
| **Fire marshals absent due to self-isolation** | H | | * An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. | | Yes | | * Revised Training to take place in Sept with rolling programme to continue through Autumn term | | L | |
| **6.2 Managing premises on reopening after lengthy closure** | | | | | | | | | | | | |
| **All systems may not be operational** | H | | * Government guidance is being implemented where appropriate. * All systems have been recommissioned. | | Yes | | * Regular advice taken from Estates Manager and Premises team. * Air Con continues to stay out of use. | | L | |
| **Statutory compliance has not been completed due to the availability of contractors during lockdown** | H | | * 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 | | * Estates team are co-ordinating additional water system checks. * Compliance checks have been carried out during closure periods | | L | |
| **6.3 Contractors working on the school site** | | | | | | | | | | | | |
| **Contractors/**supply staff and other external agencies **on-site whilst school is in operation may pose a risk to social distancing and infection control** | | | H | | * COVID-19 risk assessments/operation plans for key contractors have been provided and checked * 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. * 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). * Supply staff/other external agencies are provided with site specific guidance and induction on arrival and are reminded of the need for social distancing. * External contractors to wear a face covering * Visitor badge is clearly visible at all times | | Yes | | * Office team to devise one-page procedure for all visitors which lists main areas of guidance to lessen risk of infection – HT and caretaker to check. * HT and caretaker to be made aware of all visitors on site * Caretaker and Office staff to ensure contractors are wearing a face covering upon entering the building (unless providing medical evidence of exemption). * Contractors to complete visitors record for Track and Trace. | | L | |
| **7. Extended Provision** | | | | | | | | | | | | |
| **7.1 Breakfast and After School Club Provision** | | | | | | | | | | | | |
| **Measures applied through the school day may be different to those at extended provision leading to increased risk of transmission** | | | H | | * Current government guidance is being followed. * Extended provision groups are arranged to be as consistent as possible. E.g. by year group/key stage with no mixing between these groups. * Clear records are maintained about attendance and group configuration to assist with test and trace operations if required. * Hygiene practices continue to be promoted and implemented throughout provision e.g. hand washing, catch it, kill it, bin it etc. * Enhanced cleaning is in operation * Resource sharing is managed in line with school based protocol e.g. quarantine or clean resources * Advance booking system is in operation to control numbers in line with staff ratios * Staff are aware of procedure for dealing with any person displaying symptoms * Isolation space is available for anyone displaying symptoms | | Yes | | * Cleaners to thoroughly clean classroom learning sessions * IT equipment cleaned thoroughly after use. * Office staff to keep records of all out of hours provision. * Calm room prepared for isolation until pick up from parent. | | L | |
| **9. Contingency Planning for Outbreaks** | | | | | | | | | | | | |
| **9.1 Responding to local outbreak** | | | | | | | | | | | | |
| **Delay in responding increases risk of transmission within the setting (case confirmed on site)** | | | H | | * All staff aware of and familiar with symptoms and process for reacting to a person on site who is displaying symptoms * Resources displayed around school to raise awareness of symptoms * Internal communication procedure is known (notify Headteacher, notify Trust SLT) * How to access a test information is displayed in key areas * Parents are advised and strongly encouraged to have symptomatic child tested and to inform school of the result. * Contact details for Public Health England health protection team are known and easily accessible | | Yes | | * Support to be sought from the Trust as and when | | M | |
| **Communication channels cause delay in informing stakeholders** | | | H | | * All new parent information is collected and recorded prior to start of term. * Contact detail check for returning pupils has been undertaken and records updated accordingly * Communication procedure is in place and known to key staff to cascade information effectively to the community in the event that school is advised to close * Staff contact details are checked and updated prior to the start of term. | | Yes | | * School’s Crisis Kit is updated in case of closure * Delayed new starter forms are chased by the Office team. * The schools contacts list is regularly updated. | | L | |
| **National lockdown results in return to remote education** | | | H | | * School has a plan in place to provide remote education at short notice. * Continuity plan makes provision for a return to key worker/vulnerable children on site education within the governments most up to date criteria. * Staff information is up to date to ensure identification of those employees who are vulnerable or extremely vulnerable * Pupil information is up to date to ensure identification of those pupils who are vulnerable or extremely vulnerable * Appropriate systems are in place to provide remote education in line with curriculum and government guidance | | Yes | | * Headteacher and Senior Leaders attended training on new Trust remote learning platform in development * The school has built up a good resource base since lockdown for any further remote learning * Vulnerable children have received IT equipment via government funding for remote learning. * Support is available regards internet access for those families who are struggling to access remote learning * Staff have received in school training on developing a blended learning timetable * School have issued parents and children information on how to access remote learning * A blended learning timetable was uploaded on 5/1/21. * An online policy was communicated to parents on 7/1/21 to ensure understanding, ease of access and safeguarding advice when working online. * Teachers will contact children and families regularly by telephone to check if further online support is needed. * The blended timetable will have a mixture of live lessons, pre-recorded lessons, and practical sessions to ensure a balance in learning. * A portfolio of work will be uploaded as evidence * Safeguarding checks and learning checks will be done via session-by-session register. * The HT will monitor the timetables and work produced by accessing all class files. | | L | |

Additional Risk Assessments are in place for:

* Individual staff/pupil who has been identified as CEV (clinically extremely vulnerable) or EV (extremely vulnerable)
* Individual risk assessments linked to supporting children with behavioural needs e.g. spitting
* Educational Visits