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:	Alison Parr	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers

Date of assessment:	05/03/2021	Review interval:	Monthly	Date of next review:	5/3/2021 Green highlight denotes a movement from red / amber to green 5/3/2021 yellow denotes a new item Next review date: 19th April 2021

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

Risk matrix

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

	Minor: Causes physical or emotional discomfort.		M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of opening, including social distancing					
1.1 Net capacity					
All students are required to be in school thus negating ability to socially distance	H	• Agreed new timetable and arrangements confirmed for each bubble • Procedures in place for operating bubbles	As setting allows	Govt has stipulated all students to return to school. New starters to begin 1 day ahead of rest of school. Remaining students in on 3rd Sept – Reviewed on weekly basis	H
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	• Classrooms re-modelled, with chairs and desks in place to allow for some 1m + social distancing. • Clear signage displayed in classrooms promoting social distancing. • Individual class R/A have been undertaken and visors are worn when staff cannot keep 1m distance from pupils. In classes where students will not tolerate the wearing of visors, extra mitigation procedures include increased washing of hands	As setting allows	• Bubble model developed	H
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	M	• 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 classes is in place. • Full use is made of testing to inform staff deployment.	Partial	• Test and Trace will be used	L
1.4 Prioritising provision					
Local Lockdown / quarantine of bubble will reduce capacity to teach full curriculum	M	• The curriculum has been reviewed and all teachers identify core knowledge, skills and understanding at outset to ensure they are prioritised	Partial	• Medium Term Planning proforma adjusted	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)
		• Investment in IPADS and software like Showbie to promote ease of access for all students / families			
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	• Start and departure times are staggered by the arrival of school taxis and the use of three entrance points • The number of entrances and exits to be used is maximised and different entrances/exits are used for different groups:- Immersive – yard; Exploratory (except Bridgewater) – Car port Questioning + Bridgewater – front entrance • Staff and pupils are briefed • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.	Yes	Plans are in place but unpredictability of students makes this a priority review area	M
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	• Circulation plans have been reviewed and revised. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. • Separate staff rooms created for each bubble	Yes	Risk remains high because of lack of understanding of students and their unpredictability	H
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	H	• Gaps in learning are assessed and addressed in teachers' planning. • Medium Term Plans identify core learning that is necessary • Home and remote learning is planned for in case of isolation and is calibrated to complement in-school learning and address gaps identified. • Exam syllabi reviewed • Plans for intervention are in place for those pupils who have fallen behind in their learning.	Yes	Some students' needs are so great that they are unable to engage. Some parents are not engaging.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		• Showbie will be used in 1st few weeks to familiarise students and their families with it should Lock-Down occur • Laptops will be distributed to families without digital devices in event of Lockdown			
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. • Immersive staff to use the music (Conference) room; Exploratory staff and music room to use the staff room and Questioning staff to use the science lab • Rooms are signed & staff have been briefed on the use of these rooms.	Yes		L
1.9 Managing the school lifecycle					
Usual cycle of activities eg, Grandparents' lunch, awards evening etc	H	• Each event will be reviewed close to the time to ensure that local factors are taken into consideration & separate R/A will be undertaken for each event	Yes	R/A needed	
1.10 Governance and policy					
Academy Council / SET are not fully informed or involved in making key decisions	H	• Online meetings are held regularly with A/C. • SET are involved in key decisions on reopening. • A/C are briefed regularly on the latest government guidance and its implications for the school.	Yes		L
1.11 Policy review					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	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 A/C have been briefed accordingly.	Yes	Review of policies	M
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	H	Communications strategies for the following groups are in place: • Staff • Pupils • Parents • A/C & Trustees • Local authority • Professional associations • Other partners	Yes	Only have 1 union convenor on site. Had wider discussions with all union members and encouraged them to give me their union advice. Very open communication	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: • Infection control • Fire safety and evacuation procedures • Constructive behaviour management • Safeguarding • Risk management	Yes		M
New staff are not aware of policies and procedures prior to starting at the school when it reopens	H	• The revised staff handbook is issued to all new staff prior to them starting.	Yes	8 apprentices & 5 agency staff	L
1.14 Free school meals					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	H	• A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school.	N/A		L
1.15 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	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	• Medium because R/A need to be agile because of varying needs of child	M
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	H	• The details of how pupils will travel to and from school are known prior to opening. • Effective liaison with bus companies is used as a basis for planning collection of students	No	Biggest area of risk coming into school	H
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. This is to be undertaken by ALL staff • Kitchen deep cleaned prior to opening • New mid-day cleaner employed	Yes		M
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	• Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. • Stocks built up	Yes		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 and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.	Will be when have more able students	• Handwashing poses risk because many students cannot do this independently therefore forcing staff to come within 2 metres	H
2.3 Clothing/fabric					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	• Expectations and guidance are communicated to parents. – uniform to be worn and washed regularly • <mark>All pupils now wearing masks</mark>	Yes	• Done on an individual basis> Remains high because several families of most vulnerable have very poor hygiene standards	H
The use of fabric chairs may increase the risk of the virus spreading	H	• Take fabric chairs out of use where possible. • Where that is not possible then ensure chairs are limited to single person use.	Yes		L
2.4 Testing and managing symptoms					

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)
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	• Guidance on getting tested has been published. • The guidance has been explained to staff as part of the induction process. • Request made to nursing for them to carry out test in presence of parents - Kits have been issued to school via Govt for families who would NOT be able to get to testing centre • Post-testing support is available for staff through SLT / school psychologist • All staff do twice weekly lateral flow tests at home • At least 95% of staff are now vaccinated	Yes	AP to follow up	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 and local authority.	Yes	• Symptoms may be difficult to ascertain in students with co-morbidities	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	M	• 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. • All staff and pupils are now tested weekly	Yes		M
Staff, pupils and parents are not aware of the school's procedures should there be a	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.	Yes		M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
confirmed case of COVID-19 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.			
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 • .6 more staff are now first aid trained	Yes	Programme found and to booked	L
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	H	• Social distancing provisions are in place for medical rooms. • Additional rooms are designated for 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	Provision may well be in place but students will not, in all likelihood, be able to socially distance	H
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 fortnightly basis using a range of communication tools. • A COVID-19 section on the school website is created and updated.	Yes		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	Yes		L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in	H	• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.	Yes	High risk area – even with PPE, staff will be at high risk changing,	H

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)
line with government guidelines		• All classroom 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.		feeding & carrying out medical procedures	
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, electronic boards, and floor markings. For some students this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • 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 complex children have been agreed and staff are clear on expectations.	Yes		H
3.2 Classrooms and teaching spaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	• **Minimise contact** – bubbles – all classes will remain in their 'Base Classroom' apart from break (Yard), lunch (Dining Hall & yard) , PE, 4D room & Sensory rooms (Immersive / Exploratory) • **Maintaining distance** between individuals – where possible, staff are encouraged to keep a distance of 2m from each other & to maintain a distance of 1m+ from students. If this is not possible, restrict face to face contact as much as possible. This will not always be possible but doing it some of the time will help. Visors / masks worn when necessary • All furniture not in use has been removed from classrooms and teaching spaces. • Seating side by side and facing forward in the classroom rather than face to face or side on. • Arrangements are reviewed regularly.	Yes		H
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	• Circulation plans have been reviewed and amended. Each Bubble will have a distinct area of school and travel will be minimised. • 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 stay in classrooms and staff move around. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating (where appropriate) • Appropriate supervision levels are in place.	Yes	• One of biggest concerns in school therefore divided school in half BUT too small to have 1 way system & to divide corridors	H
3.4 Break times					
Pupils may not observe social distancing at break times	H	• External areas are designated for different groups. • Immersive – own outside area (Dudson - do not access until all clear from Questioning) ; Exploratory (with exception of Bridgewater) - lower yard & Questioning with Bridgewater – top yard) accessing it outside past science room etc Bridgewater primarily remain in their area • Pupils are reminded about social distancing as break times begin.	Yes	• Plans in place – reality will probably be very different	H

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)
		• Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced, especially with less able pupils, to support social distancing.			

3.5 Lunch times

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)
Pupils may not observe social distancing at lunch times	H	• **Lunch-time** has been organised to keep students as socially distanced as possible. Immersive – lunch in own teaching base; Exploratory (with exception of Bridgewater) will have lunch in dinner hall at 11.45am; Questioning and Bridgewater will have lunch in dinner hall at 12.30pm • Pupils are reminded about social distancing as lunch times begin. • Tables are hexagonal, sitting side by side, at an angle. Fewer children on each table • Family service not used, food served by lunch-time supervisor to minimise touching of cutlery • Pupils wash their hands before and after eating. • **Eating areas are cleaned after lunch.**	**Yes**	• No hot food, all packed lunches. Need to send, when appropriate, guidance to parents re. disposable bags. • So many students struggle with food & eating, this will remain a high risk	H

3.6 Toilets

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)
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	• Hand sanitiser rather than hand washing at busy times to avoid pinch-points eg, just before lunch • Pupils will be reminded that they can only use the toilet one at a time, they need to inform the Class TAs so that they can go into bathroom and sanitise it between each user. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. It is the responsibility of **ALL** staff to ensure that each visit to the toilet is followed by a cleaning regime of toilet seat / rim sprayed and wiped with toilet paper & flushed. • Monitoring by all staff ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and less able are supervised in doing so.	Yes		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	• Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged – Ruth's old room in reception + bathroom in meeting room • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Yes		L
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	• 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. Volunteers not accepted in school until after October half-term	Yes		L
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	• Start and finish times are staggered by arrival of transport • The use of available entrances and exits is maximised. • Social distancing guidelines are reinforced at entrances and exits through signage, including external drop-off and pick-up points.	Yes		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. • Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.	No	Biggest area of concern	H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	• Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Extra staffroom provided in science lab • More extra staff rooms are available	Yes		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 as much as we are able – requires support from health	• NO ACCESS to clinically vulnerable list, reliant upon parents complying with our request (which then means their child cannot access school for 12 weeks)	H
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 have been 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 advice from OH – R/A have been written • Current government guidance is being applied.	Yes	Several staff to have OH in Sept	M
5. Enhancing mental health support for pupils and staff					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
5.1 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	• Has to remain high because so many of our students have high anxiety levels however, we believe that it would be too traumatic for the majority of students to come back in, do a partial TT & then have another 6 weeks off	H
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	M	• Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources.	Yes	• Weekly phone calls to staff, psychologist supports staff as well as students. Birthday cards etc & flowers for those distressed / poorly etc	L
Working from home can adversely affect mental health – not currently applicable (26082020)					
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	• Support from clinical psychologist, close working relationship with DOVE etc. School has experience in this area & all staff are trained in bereavement support. Remains high because risk incidence is	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				likely to remain high & effects likely to persist for a long time because of needs of students and how close the school community is	

6. Maintaining educational provision for children of key workers and vulnerable children

6.1 Maintaining provision

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
School opens on 8th March as per Government Guidelines		Using Showbie to deliver learning at home • All pupils are expected to return on 8/3/2021. Any students who are not returning will be provided with home working packs/learning online			

7. Operational issues

7.1 Review of fire procedures

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Fire procedures are not appropriate to cover new arrangements	H	• Fire procedures have been reviewed and revised where required, due to the operation of 'Bubbles' • Staff and pupils have been briefed on any new evacuation procedures. • Incident controller and fire marshals have been trained and briefed appropriately.		• Procedures to be reviewed when know individual needs of 3 Firchildren	H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Fire evacuation drills - unable to apply social distancing effectively	H	• Plans for fire evacuation drills are in place which are in line with social distancing measures. • Drills will be carried out in bubbles to maintain social distancing	Yes	3 Fire drills of separate bubbles took place on 7/10/2020	M
Fire marshals absent due to self-isolation	M	• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.	Yes	• Dependent upon which end of school students in etc	L
7.2 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	• 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. • 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). • An OFSTED visit took place and we used the Teaching School as their base and staff who were required to be seen were taken down to them. Named chairs were used, all people were wearing masks. Social distancing took place.	Yes		L
8. Finance					
8.1 Costs of the school's response to COVID-19					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 still places the school in financial difficulties	H	2019-20 costs have been paid by Govt. - Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. - LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. - Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. - Additional sources of income are under exploration. - The school's projected financial position has been shared with Academy Councillors and LA or trust. 1000 emergency face masks sourced from LA	Yes	Teaching school has continued to operate, thus ensuring monies will potentially be available to school as an extra source of income	L

9. Governance

9.1 Oversight of the Academy Council

Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	- The Academy Council continues to meet regularly via online platforms. - The Academy Council agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. - The Principal's report to Academy Councillors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. - Regular dialogue with the Chair of Academy Councillors and those Academy Councillors with designated responsibilities is in place. - Minutes of Academy Council meetings are reviewed to ensure that they accurately record Academy Councillors' oversight and holding leaders to account for areas of statutory responsibility.	Yes	Very fast pace means that at times, communication is primarily just with Chair	M

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

Lots of visitors on –site for Teaching School training	H	- Training has been moved on-line - All meetings take place on-line	Yes		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)
		•		•	
		•		•	
		•		•	

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