

Park End Primary School



Coronavirus - COVID-19

Operational Risk Assessment

November 2020

COVID-19: Operational risk assessment for full school reopening

Please note: this risk assessment has been undertaken in conjunction with the guidance on school reopening issued by the Department for Education 2020 as follows:-

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Assessment conducted by:	J Rodwell, J Wainwright,	Job title:	Head Teacher, School Business Manager	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	12/11/2020	Review interval:	As required	Date of next review:	03/12/2020
Related documents					
Local Authority documents: Middlesbrough Council – Local Outbreak Plan https://outbreakplan.middlesbrough.gov.uk/outbreak-plan/care-homes-schools/		Government guidance: New national restrictions – school specific guidance https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate Updated Government Guidance for the full reopening of schools https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Test and Trace – How it works https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus Guidance for people who have been in contact with a confirmed case https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person Stay at Home Guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Safe Working Guidance including the use of PPE https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Guidance on Clinically extremely vulnerable			

	https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Mental Health Support for Pupils and Teachers https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
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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 full re opening, including social distancing					
1.1 Local Area risk assessment					
School is working within the current national restrictions(05/11/2020)	H	<ul style="list-style-type: none"> Following liaison with Public Health, school may close at any period if there is a local outbreak as part of the local outbreak plan/local restrictions. Following liaison with Public Health children and staff from bubbles may have to self isolate and remain away from school for 10 or 14 days if there is a positive case of COVID 19 in school. Children/Staff who have been in contact with someone who has tested positive will be required self isolate for 14 days from the date of contact or 10 days from the onset of symptoms. Staff to comply with the new national restrictions together with the national restrictions as appropriate. 	Yes	<ul style="list-style-type: none"> Continued liaison with Public Health Middlesbrough have published website with local outbreak plans. HT member of local recovery group SLT to receive daily gov.uk updates HT in receipt of weekly local authority updates Information disseminated to staff as appropriate 	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)
				<ul style="list-style-type: none"> 06/11/2020 Staff briefed regarding the national restrictions 	
Positive Case of COVID 19 in school		<ul style="list-style-type: none"> Following liaison with Public Health children and staff from bubbles may have to self isolate and remain away from school for 10 or 14 days if there is a positive case of COVID 19 in school. Children/Staff who have been in contact with someone who has tested positive will be required self isolate for 14 days from the date of contact or 10 days from the onset of symptoms. Risk assessment and advice from Public Health to be followed regarding the definition of close contact : <ul style="list-style-type: none"> direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected on, a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes AND <u>less than 1 metre for more than 1 minute</u>) with an infected individual travelling in a small vehicle, like a car, with an infected person 	Y	<ul style="list-style-type: none"> First positive case of Covid 19 in school 05/10/2020 Following advice from Public Health – 1xclass plus some phonics children advised to remain away from school to isolate for 14 days. Letters sent to all parents. Spot check visit from LA Health and Safety Officer 08/09/2020. Issues raised addressed. Following lessons learnt, Public Health advice and advice from LA Health and Safety Advisor - Organisation in school reviewed. <ul style="list-style-type: none"> Bubbles arranged in classes rather than year groups (apart from EYFS) Lunches to be arranged in classes rather than year groups Amendments made to PPA cover 	

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)
				<ul style="list-style-type: none"> • Reminder to staff about class table arrangements – face front • Staff reminded to teach standing up from the front and support children from behind/side • Staff reminded that every effort MUST be made to avoid direct or close contact with others - see definition in column 3 and that it is the employees responsibility to follow the guidance. • Reminder PPA to be taken at home • Staff must not move/rearrange furniture and must adhere to LA/Government guidance • HT/SBM to complete weekly inspections using the proforma provided by Middlesbrough Council Health and Safety Team – October 2020. • Staff issued with guidance from Public Health/ Briefing document from Assistant HT / 	

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 PPA timetable /staff briefing 09/10/2020	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> 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. Classes to create a bubble and stay together with their teachers apart from EYFS Arrangements in place to support pupils when not at school due to self isolation / shielding with remote learning at home. 	Yes	<ul style="list-style-type: none"> October 2020– children will be contained in classes with a focus on hygiene and hand washing. Classroom organisation will support national and local guidance and social distancing, wherever possible 	L
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 	Yes	<ul style="list-style-type: none"> Hall spaces will only be used as classrooms as last resort as they contribute to one-way system Staff have been advised to use outdoor areas as much as possible and use break out spaces if available. Where possible large classes has been moved to a larger space No assemblies Use of outdoor space for dining areas Staff training/reminders about movement around school 	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)
				<ul style="list-style-type: none"> Singing lessons separated into classes in the hall All staff meetings to take place via zoom – including team meetings 	
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 where required	M	<ul style="list-style-type: none"> All staff are expected to return to school in line with government guidance Staff to follow the measures set out in the system of controls section of the government guidance to minimise risk of transmission Full use is made of testing to inform staff deployment. 	Yes	<ul style="list-style-type: none"> Individual risk assessments of relevant staff undertaken at regular intervals. Relevant staff to observe the recommendations of the relevant risk assessment. Staff will be advised to seek an immediate test if they are required to isolate because they have symptoms of COVID 19. If no symptoms there is currently no requirement to take a test. If staff have no symptoms they will work from home. If staff have symptoms they must stay away from school and be absent due to sickness which will be recorded as such. For staff welfare reasons – staff have been advised to leave school as early as possible – by 4pm at the latest. 	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)
1.4 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	M	<ul style="list-style-type: none"> The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and 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"> Parents have been advised of pick-up/drop off points and expectations. External floor markings not being put on place, but signage is in place in appropriate places. SLT to be on gates. Staff on yards and on gates each day for all classes/ bubbles. All staff on the yards to wear masks. Decision has been made to not stagger start and departure times due to safeguarding concerns Older children will not travel to younger siblings' classrooms Staff to minimise contact with parents at the doors and ensure social distancing takes place. Parents will not be invited into school and need to be strongly discouraged from hovering around doors. Teachers will telephone parents at an appropriate time. Banner placed on external fences reminding parents about social distancing 	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)
				<ul style="list-style-type: none"> • Txt / newsletters to parents reminding about social distancing. • Parents have been requested to wear face masks on the yard (in line with LA guidance) 	
1.5 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • 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, with pupils staying in classrooms and staff moving round if necessary. • Lesson change overs are staggered to avoid overcrowding. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 	No	<ul style="list-style-type: none"> • Staff and children remain within class throughout the day. Leaving only to go the toilet / get a refreshment/ go outside on the yard. • Break and lunchtime arrangements have been altered to minimise movement and contact between classes. 	L
1.6 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	No	<ul style="list-style-type: none"> • Recovery curriculum plan has been developed and will be shared with staff • English objectives, maths additional weekly lesson, foundation subjects etc 	L
1.7 Staff workspaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff 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. 	No	<ul style="list-style-type: none"> Staff have been directed to use various facilities to minimise contact. Staff room to be cleaned regularly throughout the day. Staff to observe social distancing in all communal staff areas. 	L
1.8 Managing the school lifecycle					
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> Pastoral staff have spoken to pupils and their parents about the next stage in their education and resolve any issues. There has been regular and effective liaison with the destination institutions (e.g. secondary schools to assist with pupils' transition). Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. 	Yes	<ul style="list-style-type: none"> Nursery/ Acorns staff to support transition into new classes 	L
1.9 Governance and policy					
Governors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	<ul style="list-style-type: none"> All committees have continued remotely via Webex .teams Additional meetings have been held remotely regarding the current situation. Governors have been fully involved and supportive throughout the COVID-19 pandemic 	L

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				<ul style="list-style-type: none"> Future meeting are planned to be held remotely via Webex or face to face if feasible or appropriate. 	
1.10 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<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 governors have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> Policy review is ongoing New policies have been stored in policies 2021 Agreed by governors July 2020 All policies to be further reviewed Sept 2020 	L
1.11 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	No	<ul style="list-style-type: none"> Parents newsletters sent out via parentpay Additional communication to parents via txt messages Regular staff meetings, held via zoom and e mails. Governor work plan Autumn 2020- 2021 Staff Handbook has been updated to reflect COVID 19 measures and issued to staff PD day Sept 2020. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.12 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff immediately following the full reopening.. Induction and CPD programmes 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 behaviour management Safeguarding Risk management 	No	<ul style="list-style-type: none"> Staff training 8.07.2020 Educare training courses undertaken in summer term in preparation for autumn term. Further Educare courses purchased - to be undertaken over the academic year. Staff handbook to be disseminated to all staff on PD day Sept 2020. PD day briefing 8.30am – reminder of key messages NQT and new staff induction PD day – safeguarding, SENDCO, Fire procedures etc Staff issued with guidance from Public Health/ Briefing document from Assistant HT / new PPA timetable /staff briefing 09/10/2020 	M
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	Yes	<ul style="list-style-type: none"> Staff handbook disseminated to all staff on PD day Sept 2020. Changes are in red. These will be amended as policy changes in line with government expectations. 	L

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1.13 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	<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 	No	<ul style="list-style-type: none"> Local Authority conducted H and S inspection to validate operational risk assessment for full re opening of school –Sept 2020. – advise has been acted upon. All specific risk assessments reviewed Sept 2020. Dynamic risk assessments to be undertaken by staff during the school day. 	M
1.14 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	M	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	Yes	<ul style="list-style-type: none"> The school does not use school transport to get children to school however we do have a school mini bus. Social distancing will be applied on the school mini bus. Educational visits to be minimised in the autumn term 	L

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				<ul style="list-style-type: none"> School minibus will be used to transport pupils rather than staff cars. Staff to adhere to the national restrictions advice regarding car sharing (car sharing must be avoided) for both getting to work and during the working day. 	
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	M	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. 	No	<ul style="list-style-type: none"> Risk assessments have been received from cleaning services Additional cleaning throughout the day will commence in September 2020 	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	M	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> School has adequate supplies of soap and hand sanitiser. This has been supported by LA delivery. 	L
Pupils forget to wash their hands regularly and frequently	M	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	No	<ul style="list-style-type: none"> Staff will be focusing on hygiene with pupils as part of their teaching. Resources have been provided. September reminders to staff and pupils – focus on hygiene 	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)
				<ul style="list-style-type: none"> Installation of outside sinks to support in the Early Years 	
The use of fabric chairs may increase the risk of the virus spreading	M	<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. 	No	<ul style="list-style-type: none"> Fabric chairs have been removed as much as possible. School have purchased a number of Fogger spraying machines to clean fabric surfaces. 	M
2.3 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	<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. 	No	<ul style="list-style-type: none"> Staff testing availability is highly effective and readily accessible at local centre Guidance issued to staff in line with national / local guidance. 	M
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	M	<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. 	No	<ul style="list-style-type: none"> Appropriate DFE guidance attached to this document Various Parent newsletters issued explaining new guidance School has received information regarding what is required from LA and DFE in terms of reporting 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff, 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	<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"> Parents and staff have been advised to not attend school if they have COVID-19 symptoms Staff guidance has been reviewed to reflect the Government Guidance regarding suspected/confirmed cases. Newsletter to reinforce with parents /expectations if children are not well issued 026/08/2020. Temperature guns to be used to raise awareness of COVID-19. All children are not required to be tested. It is a mechanism to raise awareness only. 	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	M	<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. 	No	<ul style="list-style-type: none"> DFE guidance to be followed in the event of a positive test. HT to contact public health for agreed plan of action 	L
2.4 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	M	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Designated safeguarding lead has a number of deputy safeguarding leads to increase capacity. DSL and deputies have undertaken recent relevant training 	Yes	<ul style="list-style-type: none"> First Aid Course for all staff via Educare. Phase leaders to timetable breaks etc to ensure first aid staff are available 	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)
				<ul style="list-style-type: none"> • Paediatric First aid courses to be arranged urgently. • First Aiders to wear PPE when administering first aid whenever possible. Masks/ Visors/ Gloves/ Aprons • Safeguarding leads have amended their office arrangements to reduce the risk of there being a lack of availability of safeguarding leads. 	
2.5 Medical rooms and Administration of Medication					
Medical rooms are not adequately equipped or configured to maintain infection control	M	<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. • Arrangements are in place for the administration of medication that supports the class bubble arrangements 	Yes	<ul style="list-style-type: none"> • Arrangements for the medical room amended October 2020. The existing medical room has now been identified as the COVID medial room and is only to be used for other medical treatments in an emergency. Procedures have been put in place for the cleaning of the room if it used for a suspected case or a medical emergency. The room MUST be cleaned after every use. This was discussed and agreed with LA Health 	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)
				<p>and Safety Officer 07/10/2020.</p> <ul style="list-style-type: none"> Other facilities to be used to carry out first aid such as PPA room /classrooms / yards Staff to carry bum bags on yard. Local Authority conduct H and S inspection to validate risk assessment – Sept 2020 . Administration of medication to take place in the classrooms. Administration of medication authorisation forms and dispensing of medication forms to be held in the classroom and completed by parents outside of the classroom 	
2.6 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy 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	<ul style="list-style-type: none"> All stakeholders have been provided with relevant information Continue with proactive approach and use range of communication tools to inform parents 	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)
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Yes	<ul style="list-style-type: none"> Parents have received letters/newsletters as appropriate. Various Parent newsletter – Parents will be telephoned if school have concerns Parents will be given testing kits if there is a concern that there may be a barrier to them getting a test should a child show symptoms 	L
2.7 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. 	No	<ul style="list-style-type: none"> Further advice given to staff prior to reopening HT requested specific advice around not using PPE in school. E.mailed advice from LA shared with staff COVID box in each classroom Visitor policy updated to include the wearing of masks or visors where possible. Staff to wear masks on the yard at beginning and end of day. PPE to be worn for administering first aid as appropriate 	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. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	Yes	<ul style="list-style-type: none"> • Training and support offered to pupils since their they return • Behaviour plans in place for pupils who may be at risk of positive handling 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.2 Classrooms and teaching spaces					
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> Classroom units arrangements in place. Arrangements are reviewed regularly. 	No	<ul style="list-style-type: none"> Children are being organised in classes and will remain in these groups. All staff to adhere to expectations about movement around school. Classrooms will be arranged with desks facing forward where possible. Soft toys and fabric items will be removed from classrooms. Classroom doors and windows open if possible 	M
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. One-way systems are in operation where feasible. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. Lesson change overs are staggered to avoid overcrowding. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 	No	<ul style="list-style-type: none"> Limited movement of pupils and staff around school Staff to take care if moving pupils along the corridor. Staff and pupils to remain within the classes . Use of outdoor pathways rather than internal corridors whenever possible. Children and staff reminded to keep to the left on the corridors. Floor signage has been put in place 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.4 Break times					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger pupils, to support social distancing. 	No	<ul style="list-style-type: none"> Outdoor adventure equipment will not be used Break and lunchtime organisation developed to ensure minimum contact between teaching staff and pupils. Phase leaders to organise break/lunch timetables 	M
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	M	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands before and after eating. Dining area layouts have been configured to ensure social distancing. Tables and chairs have been cordoned off where this is not possible. Floor markings are used to manage queues and enable social distancing. Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are cleaned after lunch. 	Yes	<ul style="list-style-type: none"> September 2020- hot meal service to resume. Staff to collate lunch requirements from pupils. Pupils to have lunch in a variety of spaces. From Nov 2020 all hot lunches to be served in Overdale Hall. Packed lunches will be served in classes with cleaning taking place between each serving. 	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)
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> Queuing zones for toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils know that they can only use the toilet one at a time. Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	No	<ul style="list-style-type: none"> Split breaktimes will support social distancing with toilet use. Cleaners to regularly clean toilet areas during the day and after school. 	L
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	M	<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"> Arrangements for the medical room amended October 2020. The existing medical room has now been identified as the COVID medial room and is only to be used for other medical treatments in an emergency. Procedures have been put in place for the cleaning of the room if it used for a suspected case or a medical emergency.t . The room MUST be cleaned after every use. This was discussed and agreed with LA Health and Safety Officer 07/10/2020. Other facilities to be used to carry out first aid 	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)
				such as PPA room /classrooms • Staff to carry bum bags on yard.	
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). • Non-essential deliveries and visitors to school are minimised. 	No	<ul style="list-style-type: none"> • Staff to sign in and out of school with the electronic system using their own stylus (provided by school) • Visitors to sign in using stylus which will be subsequently cleaned and advised to sanitise hands . • Visitor policy updated to include the wearing of a mask where possible • COVID App Bar Code available in reception for visitors to scan • Telephone number of visitors requested on Inentry sign in system on entry to school. • Signage in the reception area about numbers of people allowed in that area. • Staff to socially distance in reception area- be vigilant 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	<ul style="list-style-type: none"> The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	I	<ul style="list-style-type: none"> School day will remain largely the same due to safeguarding concerns The use of all school gates will be maximised and opening times extended. Weekly messaging from HT Parents reminded about social distancing expectations Staff . 	L
3.10 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<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. 	No	<ul style="list-style-type: none"> Offices have been reconfigured to allow social distancing Multiple spaces for staff are being utilised to allow for social distancing Main staff room has been reconfigured to ensure social distancing Staff to ensure social distancing of 2 metres between adults in staff rooms and classrooms. 	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)
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	<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. 	No	<ul style="list-style-type: none"> Parents are aware to inform school if a child is shielding. 	L
4.2 Staff with underlying health issues					
Staff with underlying health issues are not identified and so measures have not been put in place to protect them	M	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups have been instructed to make their condition or circumstances known to the school. Records are kept of this. 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. 	Yes	<ul style="list-style-type: none"> All staff who are clinically or extremely clinically vulnerable have been identified. All staff are expected to return to work in September. This includes extremely clinically vulnerable and clinically vulnerable employees as per the Government Guidance issued 07/08/2020 and subsequent updates Further individual risk assessments for staff undertaken 01/09/2020 	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)
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	M	<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	<ul style="list-style-type: none"> Staff member training in mental health and impact of Covid 19 pandemic MAP provision of websites to support mental health and well-being to be shared with staff 	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	M	<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	<ul style="list-style-type: none"> Support through line management Resources and websites to be made available to staff 	L
Working from home can adversely affect mental health	M	<ul style="list-style-type: none"> Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. 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"> Staff only working from home when isolation Weekly briefings and frequent phase meetings 	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)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes	<ul style="list-style-type: none"> Staff training available on Educare – Bereavement Bereavement Policy updated 	L
6. Premises					
6.1 Review of fire procedures					
Fire evacuation drills - unable to apply social distancing effectively	M	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	No	<ul style="list-style-type: none"> Fire procedures have been reviewed and reissued Sept 2020 	M
Fire marshals absent due to self-isolation/illness	M	<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. 	Yes	<ul style="list-style-type: none"> Fire marshals available at all times 	L
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	M	<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"> All systems are operational Sept 2020. 	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)
Statutory compliance has not been completed due to the availability of contractors during lockdown	L	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	<ul style="list-style-type: none"> All statutory compliance has continued and is up to date. 	L
6.3 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. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes	<ul style="list-style-type: none"> September 2020 contractors have completed KS2 works Wherever possible any maintenance will be completed outside school hours. Hygiene/ Social distancing requirements are in place for any contractors who require access in addition to the normal requirements 	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)
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. 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 governors and LA or trust. 	Yes	<ul style="list-style-type: none"> School Business Manager to present Covid 19 costings Autumn 2020 to governing body.. Claims for Coronavirus Catch Up Premium for additional funding /support to be made in accordance with the government guidance. 	L
8. Governance					
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	Yes	<ul style="list-style-type: none"> All meetings have continued on a virtual basis Governors have been very supportive of the school throughout the pandemic Meetings will continue on a virtual basis or face to face if feasible/appropriate during the autumn term 	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)
9. 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					

I have read and understood the Operational Risk Assessment

Signed

Name and Organisation