**Park End Primary School**

**Coronavirus - COVID-19**

**Operational Risk Assessment**

**March 2021**



**COVID-19: Operational risk assessment for full school reopening2**

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>

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| --- | --- | --- | --- | --- | --- | --- |
| Assessment conducted by: | J Rodwell/ J Wainwright, | | Job title: | Headteacher  School Business Manager | Covered by this assessment: | Staff, pupils, contractors, visitors, volunteers |
| Date of assessment: | 1.03.2021 | | Review interval: | As required | Date of next review: | 26.04.2021 |
| Related documents | | | | | | |
| **Local Authority documents:**  **Middlesbrough Council – Local Outbreak Plan**  <https://outbreakplan.middlesbrough.gov.uk/outbreak-plan/care-homes-schools/> | | Actions for Schools <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf>  Stay at Home Guidance  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  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> | | | | |

**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 re opening, including social distancing** | | | | | |
| **1.1 Local Area risk assessment** | | | | | |
| Govt announcement school opening for all pupils 8.03.21    **Continued risk of COVID-19** | H | * Following liaison with Public Health children and staff from bubbles may have to self isolate and remain away from school for 10 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 10 days from the date of contact or 10 days from the onset of symptoms. | Yes | * 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 daily local authority updates * Information disseminated to staff as appropriate   w/c 1.03.2021 Staff training on key messages about re-opening.  Messages include organisational and Health and Safety reminders | H |
| Staff to staff/pupil transmissions |  | .   * Following liaison with Public Health children and staff from bubbles may have to self-isolate and remain away from school for 10 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 10 days from the date of contact or from the onset of symptoms. * Risk assessment and advice from Public Health to be followed regarding the definition of close contact:   + **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 less than 1 metre for more than 1 minute) with an infected individual**   + **travelling in a small vehicle, like a car, with an infected person** | Yes | * Organisation in school to follow September model reviewed. * 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 * 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 * 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 – |  |
| **1.2 Organisation of teaching spaces** | | | | | |
| **Classroom sizes will not allow adequate social distancing** | M | * 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 | 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 | * 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 | * 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 weather permitting * Staff training/reminders about movement around school * In Year groups where there are 2 teachers per class they have been given use of further spaces to split teach. * Singing lessons separated into classes in the hall * All staff meetings to take place via zoom – including team meetings | L |
| **1.3 Availability of staff and class sizes** | | | | | |
| **The number of staff who are available is lower than that required to teach classes in school and operate effective home learning where required** | M | * 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 | * Individual risk assessments of relevant staff undertaken before full opening. * 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. * Limited CPD meetings | L |
| 1.4 The school day | | | | | |
| The start and end of the school day create risks of breaching social distancing guidelines | M | * 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 | * Parents have been advised of pick-up/drop off points and expectations. * External floor markings put in place in yards where it is felt appropriate - signage is in place in appropriate places. SLT to be on gates. Staff on ALL yards and on gates each day for all classes/ bubbles. All staff on the yards to wear masks. * A decision has been made to not stagger start and departure times due to safeguarding concerns. A natural staggering through longer opening times on the playground will support social distancing * Older children will not travel to younger siblings' classrooms * Staff to minimise contact with parents at the doors and ensure social distancing takes place. * Staff must wear face masks at the external classroom doors at the beginning and end of the day. * Parents will not be invited into school other than in exceptional circumstances and need to be strongly discouraged from hovering around doors. Teachers will telephone parents at an appropriate time. * Where face to face contact with a parent cannot be avoided – staff must wear a face mask/ visor * Banner placed on external fences reminding parents about social distancing * Txt / newsletters to parents reminding about social distancing. * Parents have been requested to wear face masks on the yard (in line with LA guidance) * Parents have been requested that only one household member drops off or collects children. | M |
| 1.5 Planning movement around the school | | | | | |
| **Movement around the school risks breaching social distancing guidelines** | H | * 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. | Yes | * 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. * Signs have been placed in small rooms/offices/kitchens / toilets indicating maximum occupancy numbers. * Lock placed on the external door of the ladies toilet to ensure that only 1 person occupies that area at any one time * Staff are not required to wear a face mask/ visor in communal areas in school but may do so if they wish. If a face mask is worn, staff must adhere to the guidance on how to wear a face covering issued by the government. <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own> | L |
| **1.6 Curriculum organisation** | | | | | |
| **Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened** | M | * 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. | Yes | * 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** | | | | | |
| **Staff rooms and offices do not allow for observation of social distancing guidelines** |  | * 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. | Yes | * 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. * Signs have been placed in small rooms/offices/kitchens / toilets indicating maximum occupancy numbers. * Lock placed on the external door of the ladies toilet to ensure that only 1 person occupies that area at any one time * Staff should avoid going into the main office unnecessarily. If staff wish to speak to a member of the office staff or need a resource item they should telephone or use the main desk rather than entering the back office. * Staff should avoid face to face contact as much as possible where staff work in small spaces – the telephone should be used as much as possible | 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 | * 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 | * Nursery/ Acorns staff to support transition into new classes * KS2/ pastoral staff to support the transition of pupils to secondary school. | L |
| **1.9 Governance and policy** | | | | | |
| **Governors are not fully informed or involved in making key decisions** | M | * 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 | * All committees have continued remotely via Webex .teams * Governors have been fully involved and supportive throughout the COVID-19 pandemic * Future meeting are planned to be held remotely via Webex or face to face if feasible or appropriate. | L |
| **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 | * 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 | * New policies have been stored in policies 2021 * Agreed by governors July 2020 * All policies to be further reviewed Sept 2020 and ongoing * 04/01/2021 All statutory policies have been reviewed and updated and agreed by Governors | 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 | * Communications strategies for the following groups are in place: * Staff * Pupils * Parents * Governors/Trustees * Local authority * Regional Schools Commissioner * Professional associations * Other partners * Student Teachers | Yes | * Parents newsletters sent out via parentpay * Additional communication to parents via txt messages * Regular staff meetings, held via zoom and e mails. * Governor meetings and work plan Autumn 2020- 2021 * Staff Handbook has been updated to reflect COVID 19 measures and issued to staff PD day Sept 2020. * Student Teachers briefed as necessary. | M |
| **1.12 Staff induction and CPD** | | | | | |
| **Staff are not trained in new procedures, leading to risks to health** | M | * A revised staff handbook is issued to all staff in September * 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 | * Educare courses purchased - to be undertaken over the academic year. * Staff issued with guidance from Public Health/ Briefing document from Assistant HT / new PPA timetable /staff briefing 09/10/2020 * Phase meetings w/c 1.03.2021 to reinforce key messages | M |
| **New staff are not aware of policies and procedures prior to starting at the school when it reopens** | M | * 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 | * 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 |
| **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 | * 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 risk assessment updated monthly or as required * Local Authority have been requested to conduct H and S inspections to validate operational risk assessment for full re opening of school – March 2021 * 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 | * 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 | * Social distancing will be applied on the school mini bus if used. * Educational visits to be minimised in the summer term. * School minbus will be used to transport pupils rather than staff cars. | L |
| **2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19** | | | | | |
| **2.1 Cleaning** | | | | | |
| **Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required** | M | * 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. | Yes | * Risk assessments have been received from cleaning services * Additional cleaning throughout the day commenced 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 | * 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** | * 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 | * 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. | Yes | * 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 * Hand washing and hygiene to be reinforced to children w/c 8.03.21 * Installation of outside sinks to support in the Early Years | M |
| **The use of fabric chairs may increase the risk of the virus spreading** | M | * Take fabric chairs out of use where possible. * Where that is not possible then ensure chairs are limited to single person use. | Yes | * 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 | * Guidance on getting tested has been published. * The guidance has been explained to staff as part of the induction process. * Post-testing support is available for staff through the school’s health provider. | Yes | * Staff are tested twice a week using LFT tests. Staff follow guidance is positive. | M |
| **Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms** | M | * Robust collection and monitoring of absence data, including tracking return to school dates, is in place. * Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. * Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** and **clinically extremely vulnerable** should these apply**.** * A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. | Yes | * Appropriate DFE guidance attached to this document * Parent newsletters issued explaining new guidance * School has received information regarding what is required from LA and DFE in terms of reporting | 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. | YES | * 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 * 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 | * 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 | * 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 | * 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 | * First Aid Course for all staff via Educare. * Phase leaders to timetable breaks etc to ensure first aid staff are available * 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. | L |
| 2.5 Medical rooms and Administration of Medication | | | | | |
| Medical rooms are not adequately equipped or configured to maintain infection control | M | * 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 | * 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 and Safety Officer 07/10/2020.   * Other facilities to be used to carry out first aid such as PPA room /classrooms / yards * Staff to carry bum bags on yard. * 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 | L |
| **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 | * 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 | * All stakeholders have been provided with relevant information * Continue with proactive approach and use range of communication tools to inform parents * Covid 19 section on the website has been created. | L |
| **Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19** | M | * Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school’s website. | Yes | * Parents have received letters/newsletters as appropriate. * 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** |  | * Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. * Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. * Staff are reminded that wearing of gloves is not a substitute for good handwashing. | Yes | * 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 and at external classroom doors. * PPE to be worn for administering first aid as appropriate. * Masks to be worn when greeting / dealing with visitors. * Contractors on site will be required to carry out LFT test | 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, 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 | * 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 |
| **3.2 Classrooms and teaching spaces** | | | | | |
| **The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures** | H | * Classroom units arrangements in place. * Arrangements are reviewed regularly. | Yes | * 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 . * 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 | * Circulation plans have been reviewed and amended. * One-way systems are in operation where feasible. * Corridors are divided where feasible. * Circulation routes are clearly marked with appropriate signage. * Any pinch points/bottle necks are identified and managed accordingly. * The movement of pupils around school is minimised as much as possible. * Where possible, pupils stay in classrooms and staff move around. * Lesson change overs are staggered to avoid overcrowding. * Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. * Appropriate supervision levels are in place. | Yes | * 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 |
| **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 | * 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 | * 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 | * Staff to collate lunch requirements from pupils.   Staff to ensure that children do not congregate in corridors/ toilets at lunchtimes / playtimes | 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. * 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 | * 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 | * 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** | * 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 and Safety Officer 07/10/2020.   * Other facilities to be used to carry out first aid such as PPA room /classrooms * Staff to carry bum bags on yard. | 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. | Yes | * 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 * COVID App Bar Code available in reception for visitors to scan * Telephone number of visitors requested on Inventry 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 |
| **3.9 Arrival and departure from school** | | | | | |
| Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply | M | * 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 | * 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 * Areas on the yards to be taped so that parents stay behind the lines at collection and drop off times to ensure social distancing. | L |
| 3.10 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. | Yes | * 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. * W/C 04/01/2021 main staff room reconfigured and furniture removed / taped to ensure social distancing. Staff must not move furniture or change the layout of the staff room. * Staff should avoid going into the main office unnecessarily. If staff wish to speak to a member of the office staff or need a resource item they should telephone or use the main desk rather than entering the back office. * Staff should avoid face to face contact as much as possible where staff work in small spaces – the telephone should be used as much as possible | M |
| **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 | * Parents are aware to inform school if a child is extremely clinically vulnerable. * Information regarding pupils with underlying health conditions is held on the data base | 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 | * 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 | * All staff who are clinically or extremely clinically vulnerable have been identified including those who are pregnant * Further individual risk assessments undertaken for these staff w/c 01/03/21 * Any staff member who has received a letter stating they are extremely clinically vulnerable and advised to shield until 31st March must not attend work * Those who were previously identified as extremely clinically vulnerable but have not received a letter on this occasion have been advised to consult their GP and that advice has been followed. * Clinically vulnerable staff have been advised they can remain in the workplace and advised to ensure that they follow the recommendations contained within the individual risk assessment. | 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 | * 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 | * 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 * School have commissioned MH Services to work with identified children. | 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 | * 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 | * Support through line management * Resources and websites to be made available to staff * Staff have access to occupational health arrangements | L |
| **Working from home can adversely affect mental health** | M | * 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 | * Staff only working from home when in isolation or PPA * Weekly briefings and limited phase meetings to avoid face to face contact. | L |
| **5.3 Bereavement support** | | | | | |
| Pupils and staff are grieving because of loss of friends or family | M | * The school has access to trained staff who can deliver bereavement counselling and support. * Support is requested from other organisations when necessary. | Yes | * 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 | * Plans for fire evacuation drills are in place which are in line with social distancing measures. | Yes | * Fire procedures have been reviewed and reissued Sept 2020 | M |
| **Fire marshals absent due to self-isolation/illness** | M | * An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. | Yes | * Fire marshals available at all times | L |
| **6.2 Managing premises on reopening after lengthy closure** | | | | | |
| **All systems may not be operational** | M | * Government guidance is being implemented where appropriate. * All systems have been recommissioned. | Yes | * All systems are operational Sept 2020. | L |
| **Statutory compliance has not been completed due to the availability of contractors during lockdown** | L | * 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 | * 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** |  | * 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 | * 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 * Contractors requested to wear masks when on site where practicable. | 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** |  | * 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 | * 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. * Additional funding of £7,750 received for exceptional costs ( April – July ) – this is substantially less than the amount we claimed for. Further claims for additional expenditure April – July to be made by 22/12/2020 * Audit 10/03.2021 | 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.** |  | * 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 | * 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 spring term | 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** | | | | | |
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I have read and understood the Operational Risk Assessment

Signed ……

L.O'Callaghan………………………………………………………………………………………………………………………………

Name and Organisation ………………………………………

Lesley O’ Callaghan…………………………………………………………………………………………………..