



## COVID-19: Operational risk assessment for school reopening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 11<sup>th</sup> May 2020 as follows:

Actions for educational and childcare settings to prepare for wider opening from 15 June 2020

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

<b>Assessment conducted by:</b>	K Thomas	<b>Job title:</b>	Operation Executive	<b>Covered by this assessment</b>	Staff, young people, contractors, visitors, volunteers
---------------------------------	----------	-------------------	---------------------	-----------------------------------	--

<b>Date of assessment:</b>	25/02/2021	<b>Review interval:</b>	Monthly	<b>Date of next review:</b>	20/03/2021
----------------------------	------------	-------------------------	---------	-----------------------------	------------

### Related documents

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

### Risk matrix

<b>Risk rating</b>	<b>Likelihood of occurrence</b>
--------------------	---------------------------------

High (H), Medium (M), Low (L)		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> 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)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> <li>Agreed number of young people who can attend the premises on any given day to enable compliance with social distancing rules.</li> <li>Agreed new timetable and arrangements confirmed for each year group.</li> <li>Arrangements in place to support young people when not at school with remote learning at home.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Occupation of building by young people is being restricted to 1 classroom per year group</li> </ul>	L
<b>1.2 Organisation of teaching spaces</b>					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> <li>Classroom size and numbers reviewed.</li> <li>Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 young people per class)</li> <li>Classrooms re-arranged, with chairs and desks in place to allow for social distancing.</li> <li>Clear signage to be displayed in classrooms promoting social distancing.</li> <li>Make use of exam tables to support distancing</li> </ul>	Y	<ul style="list-style-type: none"> <li>Groups of no more than 15 in large rooms</li> </ul>	L
Large spaces need to be used as classrooms	M	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. dining hall) for teaching.</li> <li>Teaching restricted to larger, rooms</li> <li>Large gatherings prohibited i.e. no assemblies</li> <li>Design layout and arrangements in place to enable social distancing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>No current plans for larger numbers or need to use large spaces</li> <li>Assemblies may need to be held virtually so all can be included</li> </ul>	L
<b>1.3 Availability of staff and class sizes</b>					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is audited and regularly updated so that deployment can be planned.</li> <li>Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</li> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Staff are given guidance and advise by HR on procedures to access Covid-19 testing</li> <li>A blended model of home learning and attendance at school is utilised if required.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Year groups will not move classes, classrooms will be allocated for each group and teachers will move accordingly</li> </ul>	L
<b>1.4 Prioritising provision</b>					

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)
<b>The continued prioritisation of vulnerable young people within school</b>	M	<ul style="list-style-type: none"> <li>Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school.</li> <li>Pastoral and SEN support is deployed wherever possible to support prioritised young people.</li> <li>Efforts continue to improve the attendance of vulnerable young people and those from disadvantaged backgrounds.</li> <li>SEN risk assessment has been completed and shared with relevant agencies</li> </ul>	Y	<ul style="list-style-type: none"> <li>Phasing in plans currently relate to the whole school year 11 one day year 10 another and so on to ensure correct induction to new procedures, information will be requested on health status of young people (process for Jan 2021)</li> </ul>	L
<b>1.5 The school day</b>					
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Start and departure times altered</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrance and exit to be used.</li> <li>Staff and young people are briefed to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Attendance patterns have been optimised to ensure maximum safety.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Exit from the school site will be via the rear fire escape</li> </ul>	L
<b>1.6 Planning movement around the school</b>					
<b>Movement around the school risks breaching social distancing guidelines</b>		<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of young people around school is minimised as much as possible, with young people staying in classrooms and staff moving round.</li> <li>Young people are regularly briefed regarding observing social distancing guidance.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> <li>Maximum use of walkie talkies to ensure safe flow of young people around the building</li> </ul>	Y	<ul style="list-style-type: none"> <li>Tutor groups will be assigned three/four rooms to be used each day with one room for each group attending during the day (classes to be used: English -G2, Science – G1 and ICT-G3 rooms). Dinning zones allocated per group.</li> </ul>	L
<b>1.7 Curriculum organisation</b>					
<b>Young people will have fallen behind in their learning during school closures and achievement gaps will have widened</b>		<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Exam syllabi are covered.</li> <li>Plans for intervention are in place for those young people who have fallen behind in their learning with new home liaison officer.</li> <li>Young people will continue to have access to therapy the assess their mental well being on returning to school and while being at home. This continued during the summer and will continue on school re-opening</li> </ul>		<ul style="list-style-type: none"> <li>We expect national guidance on this regarding qualifications. there will need to be a 'Covid Cohort' group of students who did not engage at all, whom we track.</li> </ul>	L
<b>1.8 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>		<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff will be briefed on the use of these rooms.</li> </ul>		<ul style="list-style-type: none"> <li>Staff room will only permit 2 people at any one time. This will be reviewed as more staff are required in school</li> <li>Staff will have use of the meeting room as another break out room</li> </ul>	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)
<b>1.9 Managing the school lifecycle</b>					
<b>Young people moving on to the next phase in their education do not feel prepared for the transition</b>		<ul style="list-style-type: none"> <li>• A plan is in place for pastoral staff to speak with young people and their parents about the next stage in their education and resolve any issues.</li> <li>• There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with young people' transition.</li> <li>• Regular communications with the parents of incoming young people are in place.</li> <li>• Virtual tours of the school can be made available for parents and young people.</li> <li>• Online induction days for young people and parents can take place should they need to.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Continue to monitor post 16 plans with year 11 young people</li> <li>• Use of family liaison officer to support transition into school and re-attending</li> </ul>	M
<b>1.10 Management committee and policy</b>					
<b>Management committee are not fully informed or involved in making key decisions</b>		<ul style="list-style-type: none"> <li>• Online meetings are available .</li> <li>• Management committee are involved in key decisions on reopening.</li> <li>• Management committee are briefed regularly on the latest government guidance and its implications for the school.</li> <li>• Additional training arranged</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Management committee are able to use google classroom for virtual meetings</li> <li>• Update sent to committee on progress during lockdown and going forward</li> </ul>	L
<b>1.11 Policy review</b>					
<b>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</b>		<ul style="list-style-type: none"> <li>• All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>• Staff, young people, parents and management committee have been briefed accordingly.</li> <li>• Behaviour planning clearly to reinforce lost routine and impose high expectations are under consideration</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Policies updated: first aid, safeguarding, Acceptable use agreement and behaviour and available on the website</li> </ul>	L
<b>1.12 Communication strategy</b>					
<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>	H	<ul style="list-style-type: none"> <li>• Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>• Staff</li> <li>• Young people</li> <li>• Parents</li> <li>• Management committee</li> <li>• Local authority</li> <li>• Other partners</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff informed RA and other policies,</li> <li>• RA shared with stakeholders and available for viewing on website</li> <li>• Key information made available on website</li> </ul>	L
<b>1.13 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>	H	<p>Induction and CPD programmes are in operation for all staff prior to reopening, and include:</p> <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff have attended a COVID awareness meeting with the local authority, fed into the behaviour policy also and have been made aware of information sent to parents</li> </ul>	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)
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	H	<ul style="list-style-type: none"> <li>Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> </ul>	If/when required	<ul style="list-style-type: none"> <li>Not currently required</li> </ul>	L
<b>1.15 Risk assessments</b>					
<b>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.</b>	H	<ul style="list-style-type: none"> <li>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"> <li>Different areas of the school</li> <li>When young people enter and leave school</li> <li>During movement around school</li> <li>During break and lunch times</li> <li>Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Practical subjects i.e. sports outside will not take place for now</li> <li>ICT lessons will only take place for year 11 who will be allocated to the ICT room. Year 10 will have use of RE room in due course. Group 1 have use of laptops in class</li> <li>Main door to be used for entering, back rear door for leaving when at capacity</li> </ul>	L
<b>1.16 School transport</b>					
<b>Changes to bus schedules as a result of COVID-19 adversely affect young people' attendance and punctuality and do not align with staggered start and departure times</b>	H	<ul style="list-style-type: none"> <li>We do not have our own buses</li> <li>The details of how young people will travel to and from school are known prior to opening.</li> <li>Young people are reminded about the need for social distancing on the journey to and from school</li> </ul>	Y	<ul style="list-style-type: none"> <li>Flexibility may need to be applied for young people and staff arriving to school who use public transport considering the limitations of capacity</li> </ul>	M
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	H	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased.</li> </ul>	In progress	<ul style="list-style-type: none"> <li>Deep clean has taken place</li> </ul>	M
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that young people and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>School fitted with hand sanitisers</li> </ul>	Y	<ul style="list-style-type: none"> <li>External site team (initial) are responsible for this</li> </ul>	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)
Young people forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind young people of the need to wash their hands regularly and frequently.</li> <li>Posters reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> <li>Parents have been informed of the need to increase handwashing</li> </ul>	Y	<ul style="list-style-type: none"> <li>Young people to wash hands prior to lunch, to be supervised by staff using a social distancing line outside relevant toilets</li> </ul>	M
<b>2.3 Clothing/fabric</b>					
Not wearing clean clothes each day may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> <li>Agreed prior to the school opening on the wearing of uniforms by young people and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	M
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Reception chairs to be monitored and sprayed following use</li> </ul>	L
<b>2.4 Testing and managing symptoms</b>					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance will be explained to staff as part of the induction process.</li> </ul>	Y	<ul style="list-style-type: none"> <li>National approach to testing is changeable.</li> </ul>	L
Infection transmission within school due to staff/young people (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>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 young people and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>Young people, 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 <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>A record of any COVID-19 symptoms in staff or young people is reported to the referring partner/school or local authority.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	L
Staff, young people and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<ul style="list-style-type: none"> <li>Staff, young people 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.</li> <li>This guidance has been explained to staff and young people.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	L
Staff, young people and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> <li>Staff, young people 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.</li> <li>This guidance has been explained to staff and young people as part of the induction process.</li> </ul>	Y	<ul style="list-style-type: none"> <li>National approach is changeable but will be adhered to with guidance sought from the DfE and PHE</li> </ul>	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"> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>			
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	H	<ul style="list-style-type: none"> <li>Ensure that a trained first aider is on site at all times while the school is open</li> <li>A DSL is always on site or contactable by phone</li> </ul>	Y	<ul style="list-style-type: none"> <li>Rota In place taking into account the need for first aid resource</li> </ul>	L
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	H	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	L
<b>2.7 Communication with parents</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	M	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated regularly.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Further information available on the website</li> </ul>	L
<b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website if required.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	L
<b>2.8 Personal Protective Equipment (PPE)</b>					
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	M	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>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.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>PPE available for first aiders to use where contact is unavoidable and all staff</li> </ul>	L
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					



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)
<b>Young people' behaviour on return to school does not comply with social distancing guidance</b>	H	<ul style="list-style-type: none"> <li>• Clear messaging to young people on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of young people around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy to be reviewed and revised to include compliance with social distancing and this has been communicated to staff, young people and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Any concerns relating to breaches of social distancing to be reported to senior members of staff for further guidance</li> </ul>	L
<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 young people per class).</li> <li>• Arrangements are reviewed regularly.</li> <li>• Classroom doors to remain open to minimise touching of surfaces</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Staff to sanitise workspaces prior to each use including sanitising hands when using shared devices i.e. printer</li> </ul>	L
<b>3.3 Movement in corridors</b>					
<b>Social distancing guidance is breached when young people circulate in corridors</b>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of young people around school is minimised as much as possible.</li> <li>• Where possible, young people stay in classrooms and staff move around.</li> <li>• Lesson change overs are staggered to avoid overcrowding.</li> <li>• Young people are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• Appropriate supervision levels are in place.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Walkie talkies to be used should this need to be breached for safety reasons</li> </ul>	L
<b>3.4 Break times</b>					



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)
Young people may not observe social distancing at break times	H	<ul style="list-style-type: none"> <li>• Break times are isolated with year groups.</li> <li>• External areas are designated for different groups.</li> <li>• Young people are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels have been enhanced, especially with younger young people, to support social distancing.</li> </ul>	Y	•	L
<b>3.5 Lunch times</b>					
Young people may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> <li>• Young people are reminded about social distancing as lunch times begin.</li> <li>• Young people wash their hands before and after eating.</li> <li>• Dining area layouts have been configured to ensure social distancing.</li> <li>• Tables and chairs will be cordoned off where this is not possible.</li> <li>• Floor markings are used to manage queues and enable social distancing.</li> <li>• Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, young people eating in classrooms or other spaces.</li> <li>• Guidance will be issued to parents and young people on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>• Eating areas are cleaned after lunch.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Minimal occupancy makes distancing easier</li> <li>• Packaging of lunches</li> </ul>	L
<b>3.6 Toilets</b>					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> <li>• Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>• Floor markings are in place to enable social distancing.</li> <li>• Young people know that they can only use the toilet one at a time and toilets remain locked to ensure this.</li> <li>• Young people are encouraged to access the toilet during class/throughout the day to help avoid queues. Staff to optimise the use of walkie talkies to ensure everyone is accounted for.</li> <li>• The toilets are cleaned frequently.</li> <li>• Monitoring ensures a constant supply of soap and paper towels.</li> <li>• Bins are emptied regularly.</li> <li>• Young people are reminded regularly on how to wash hands and young children are supervised in doing so.</li> <li>• Staff to make use of both the staff toilet and the upstairs girls toilet will be recommissioned to staff use only and will remain locked when not in use (key in main office), female students will use the toilet downstairs.</li> </ul>	In progress	<ul style="list-style-type: none"> <li>• Inductions to take place with respective year groups to outline the new building layout and what is expected of everyone</li> </ul>	L
<b>3.7 Medical Rooms</b>					
The configuration of the medical room may compromise social distancing measures	H	<ul style="list-style-type: none"> <li>• Social distancing provisions are in place for medical room.</li> <li>• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> <li>• If required another room has been allocated should the medical room be occupied</li> </ul>	Y	•	L
<b>3.8 Reception area</b>					

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)
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>Arrangements are in place for segregation of visitors.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Currently the school is not accepting any visitors other than inductions and contractors, plans for when they are accepted include, limiting movement around the building and optimising the use of the meeting room</li> </ul>	L
<b>3.9 Arrival and departure from school</b>					
<b>Young people and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>	M	<ul style="list-style-type: none"> <li>Releasing of young people from class is staggered with use of walkie talkies</li> <li>The use of available entrances and exits is maximised.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Messages to parents stress the need for social distancing at arrival and departure times. Additionally reminding them to remain off premises when collecting young people.</li> </ul>	Y	<ul style="list-style-type: none"> <li>End of day reporting to be completed virtually to avoid whole school queuing</li> </ul>	L
<b>3.10 Transport</b>					
<b>The use of public and school transport by young people poses risks in terms of social distancing</b>	M	<ul style="list-style-type: none"> <li>Guidance is in place for young people and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if young people are travelling with children other than from their own class.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Information and relevant revised policies on the importance of this is to be circulated to all young people</li> </ul>	L
<b>3.11 Staff areas</b>					
<b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b>	M	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices to be undertaken prior to the school opening to allow for social distancing between staff.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Staff will be limited to two only in the staff room at a time.</li> <li>Other break out rooms for staff to use; meeting room and classroom side of RE room</li> </ul>	L
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					
<b>4.1 Young people with underlying health issues</b>					
<b>Young people with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b>	H	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of young people' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> (pregnant students and new mothers) and <b>clinically extremely vulnerable</b>.</li> <li>Regularly updated register of young people with underlying health conditions.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Both young people pregnant and new mothers are not on site and have remote access to learning and counselling</li> </ul>	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)
<b>4.2 Staff with underlying health issues</b>					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>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.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Current government guidance is being applied.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Ongoing review process</li> </ul>	L
<b>5. Enhancing mental health support for young people and staff</b>					
<b>5.1 Mental health concerns – young people</b>					
Young people' 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"> <li>There are sufficient numbers of trained staff available to support young people with mental health issues (mental health first aiders).</li> <li>There is access to designated staff for all young people who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE</li> <li>Resources/websites to support the mental health of young people are provided i.e. childline and access to school counsellor</li> </ul>		<ul style="list-style-type: none"> <li>Therapy continued during the summer break to support wellbeing and during Jan lockdown virtually initially</li> </ul>	L
<b>5.2 Mental health concerns – staff</b>					
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"> <li>Staff are encouraged to consider their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> <li>Staff have access to the school counsellor and are reminded of this.</li> <li>Check in meetings with school counsellor available for staff on additional day (Friday) all have access on a rota if required</li> <li>Check in/supervision attended with Educational Psychologist and staff team in groups</li> </ul>		<ul style="list-style-type: none"> <li>Staff having access to therapy during the final term of 2019-2020 staff will continue to have access to this should they need it</li> <li>Training on mental wellbeing for both adults and young people held on 4<sup>th</sup> September</li> <li>Additional training and wellbeing focus planned</li> </ul>	L
<b>5.3 Bereavement support</b>					
Young people and staff are grieving because of loss of friends or family	M	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	L
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					

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)
<b>Educational provision must still be maintained for priority children when the school reopens</b>	M	<ul style="list-style-type: none"> <li>• Current government guidance is being followed.</li> <li>• Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.</li> <li>• Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> </ul>	Y	•	L
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>		<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> <li>• Possible absence of fire marshals</li> <li>• Social distancing rules during evacuation and at muster points</li> <li>• Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>• Staff and young people have been briefed on any new evacuation procedures.</li> <li>• Fire marshals have been trained and briefed appropriately.</li> </ul>		•	L
<b>Fire evacuation drills - unable to apply social distancing effectively</b>		<ul style="list-style-type: none"> <li>• Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>		<ul style="list-style-type: none"> <li>• Young people and staff have taken part in the new fire drill with social distancing</li> </ul>	L
<b>7.2 Managing premises on reopening after lengthy closure</b>					
<b>All systems may not be operational</b>	H	<ul style="list-style-type: none"> <li>• Government guidance is being implemented where appropriate.</li> </ul>		<ul style="list-style-type: none"> <li>• Building remained open continuously</li> </ul>	L
<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	H	<ul style="list-style-type: none"> <li>• All statutory compliance is up to date.</li> <li>• Water systems have been maintained throughout lockdown.</li> </ul>	Y	•	L
<b>7.3 Contractors working on the school site</b>					

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)
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	H	<ul style="list-style-type: none"> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, young people and contractors safe.</li> <li>• Assurances will be 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.</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/young people are kept apart.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• 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).</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Where possible contracts will be on site while the school is not in operation</li> </ul>	M
<b>8. Finance</b>					
<b>8.1 Costs of the school's response to COVID-19</b>					
<b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b>	H	<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> </ul>	Y	<ul style="list-style-type: none"> <li>•</li> </ul>	M