

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 as follows:

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

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Assessment conducted by:	Sam Thompson	Job title:	Executive Head Teacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	1.8.20 updated 11.9.20	Review interval:	Reviewed and updated 1.11.20	Date of next review:	
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Related documents	
Trust documents: See COVID-19 section of website www.watertonacademytrust.org	Government guidance: October 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

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 opening, including government recommended measures					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> Increase to recommended bubble size to accommodate whole class meets capacity requirements SD guidance takes into account context 	yes	Some classrooms will have up to 32 children and so the shared areas will continue to be used, taped off, as during the initial re-opening.	L
1.2 Organisation of teaching spaces					
Classroom sizes will not allow recommended layout of desks	H	<ul style="list-style-type: none"> Classrooms re-modelled, with chairs and desks facing forwards to minimise face to face contact. Unnecessary furniture is removed to provide more space Clear signage displayed in classrooms promoting distancing (adults) and side by side working Consistent class groups in place that do not mix with other groups. SD guidance takes into account context 	yes	All classrooms from Y1 upwards will have forward facing furniture. In EYFS floor spaces will be marked for children to sit and continuous provision areas will be demarcated for groups and cleaned between each. Bubbles of phase groups will be established and maintained throughout the whole day – EYFS, KS1 and KS2. Maximum bubble size is 92 children in KS2. Movement between classes within the bubbles will be minimal but will occur if needed. There will be no movement of staff or children between bubbles unless this is essential.	L
Large spaces need to be used as classrooms	H	<ul style="list-style-type: none"> Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. Large gatherings prohibited e.g. assembly Design layout and arrangements in place to enable groups to maintain consistency and minimise contact with other groups SD guidance takes into account context 	yes	Hall may need to be used for Y6 class initially due to building work over running. Hall will be cleared to use for lunches when needed (from week 3 onwards) Indoor PE will not happen initially.	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)
				Hall will be demarcated into 3 separate bubble areas to be used for wrap around care.	
Classroom ventilation may be inadequate which may increase the risk of transmission	H	<ul style="list-style-type: none"> All classrooms will have either the door to outside open or the windows open at all times. 	Yes	Communication to parents to advise warm clothing as the weather begins to change.	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	H	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. Full use is made of those staff who are self-isolating or shielding but who are well enough to work from home/provide home based learning support Flexible and responsive use of teaching assistants and pastoral staff to supervise groups is in place (to be directed by teaching staff). Full use is made of testing to inform staff deployment. A blended model of home learning and attendance at school is utilised until staffing levels improve. Trust wide deployment of staff has been considered if appropriate 	yes	<p>(NB gov recommendation is that shielding pauses on 1st Aug – keep this point under review)</p> <p>Staffing ratios can be maintained with 2 staff in each class group and PPA cover via staff within each bubble. If staff are ill or self isolating support from the trust will be required as there are no 'spare' staff within school.</p>	L
1.4 Prioritising provision					
Disruption to education has had a varied impact on pupils	H	<ul style="list-style-type: none"> Plans are in place to meet the identify and support additional learning needs Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. Cross bubble intervention group working is avoided 	yes	Increased PSHE teaching has been planned for the initial weeks. School have contacted all families every week during lockdown and vulnerable families or those who have shown concern have been in more regular communication with CS (SENCO) and additional services eg: Future in mind.	L
1.5 The school day					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Staff do not travel to school together where social distancing cannot be maintained Parents and pupils to be encouraged to walk to school where possible Encourage only 1 parent to attend school with their child(ren) with siblings left at home if appropriate care arrangements are in place. Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff, pupils and parents are briefed and signage provided to identify which entrances, exits and circulation routes to use. Parents/Carers are NOT to enter the school building without a prior appointment (at which point social distancing must apply) A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. Floor markings are visible where it is necessary to manage any queuing. Attendance patterns have been optimised to ensure maximum safety. Process for removing face masks on arrival at school (for those arriving by public transport) is clearly communicated to parents and pupils. 	yes	Staggered starts and finishes to the school day and the use of all available entrances have been communicated to parents before the summer break.	L
1.6 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. One-way systems are in place where required. Corridors are clear of all obstructions to maximise space Appropriate signage is in place to clarify circulation routes. Pinch points and bottle necks are identified and managed accordingly. Movement of pupils around school is minimised as much as possible and is carefully managed to avoid contact e.g. access to toilets Access rooms through external doors where possible 	yes	No children to go into shared areas and corridors at the start and end of the day, all access in and out of classrooms through cloakrooms which will be sectioned off for children in adjacent bubbles. Staff with each bubble to supervise entry and exit. Toilets to be sectioned off – one for each class not boys and girls. Staff to ensure only one child from each bubble uses the toilet or goes into the cloakroom at each time There is no planned movement between bubbles initially. When	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)
				hot lunches and wrap around sessions recommence children will be escorted to and from the hall by staff. As far as possible this will happen via their outside classroom doors and in through the door near the reception classroom. Except in essential need the taped off corridor space will only be used by staff and as this is very limited there is no need for direction arrows etc.	
1.7 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<ul style="list-style-type: none"> Offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Staff rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate 	yes	Offices are fine. Staffroom only to be used for making drinks, staff to eat and drink at staggered times during the day to avoid congregation and to do this within their bubble room or outdoors where possible. New staffroom chairs are fabric and so specific chairs will be designated for specific bubbles with no mixing but, as far as possible, staff will not sit in the staffroom as above.	L
1.8 Policy/Procedure review					
Existing policies and procedures on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	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 other stakeholders have been briefed accordingly. Existing school wide emergency procedures have been reviewed in line with new measures and adjusted accordingly Individual pupil and staff emergency procedures and risk assessments have been reviewed and adjusted accordingly 	yes	Most exit procedures will remain the same within the bubble system. Each bubble has their own first aid and PPE equipment. Trust updates and support in line with guidance	L

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		<ul style="list-style-type: none"> All small, consistent groups have access to appropriate first aid, medical and spill supplied within their individual locations 			
1.9 Communication strategy					
<p>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</p>	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 Consistent message is being delivered throughout the organisation Clear signage and instructions are displayed throughout the site 	yes	<p>Teams, emails, texts and signage are in use and will continue to develop and be extended</p> <p>Scheduled INSET day Sept 7th to communicate arrangements to all staff and stakeholders</p>	L
1.10 Staff induction and CPD					
<p>Staff are not trained in new procedures, leading to risks to health</p>	M	<ul style="list-style-type: none"> A staff briefing is held for all staff prior to reopening Trust communications are distributed to all staff including those who are home based Staff coming into school after opening receive briefing Regular staff meetings allow for 2 way communication and feedback. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	yes	<p>These have been in place continuously during the partial re-opening and will continue. All staff new to school have already received electronic copies of the school induction pack and have had discussions with SLT either in person where possible or via teams.</p>	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)
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. Revised documentation is issued to all new staff prior to them starting. 	yes	As above	L
1.11 Free school meals					
Pupils eligible for free school meals do not receive provision during any local lockdown	M	<ul style="list-style-type: none"> All pupils who are eligible for free school meals have been identified and attendance pattern sent to Trust. A plan is in place and communicated to school and family detailing provision. 	yes	This should be negated as these children should all be back in school. Individual contact will be made if this is needed. Support from trust and ISS if needed.	L
1.12 Risk assessments					
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	M	<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 	yes	<p>All risk assessments complete and continually reviewed.</p> <p>Trust require SLT and Estates sign off at each phase of the wider opening process</p>	L
1.13 School transport					

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)
Changes to public transport schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	L	<ul style="list-style-type: none"> School will work with individual families to manage attendance/punctuality expectations in light of limitations. EWO is aware of and working with families who are having difficulties in managing attendance 	yes	As far as we are aware no families use public transport to attend school.	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	H	<ul style="list-style-type: none"> A plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are reviewed and adjusted accordingly School based staff are provided with relevant training and equipment to manage additional cleaning throughout the day. There is frequent cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and in the reception area, using appropriate products and methods End of school procedures are in place to maximise available cleaning hours Rigorous checks are carried out by the SLT and site team to ensure that the necessary procedures are being followed Soft/difficult to clean resources are removed from the environment Excess resources and furniture are removed from the environment to aid cleaning. 		<p>Cleaning supplies, training and equipment to be made available in each area</p> <p>Waste bins to be lined with multiple bags</p> <p>Due to small classrooms and large numbers of children soft furnishings and excess resources will remain removed from classrooms as much as possible.</p> <p>Trust feedback to schools on cleaning contract management to be provided</p>	M

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		<ul style="list-style-type: none"> Classroom based resources can be shared and used within the bubble with regular cleaning Pupils and staff have own frequently used equipment e.g. pens/pencils that are not shared Cross class/bubble resources are cleaned frequently and meticulously between bubbles or rotated to allow to be left unused and out of reach for 48 hours (72 hours for plastic) between use by different bubbles. Pupil belongings in school are limited to essential items only e.g. lunchboxes, a bag, pencil case Sharing of resources out of the school environment is limited. Pupils and teachers can take books home but unnecessary sharing should be avoided. Waste bins are emptied twice a day, once after lunch and once at the end of the day. Waste is double bagged, sealed and remains within the room for collection by caretaker following departure of pupils/staff 			
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	<p>We have been maintaining stock levels during the partial closure and have ordered additional resources. We also have some back up stocks of sanitiser donated by staff.</p> <p>Trust procurement team auditing stock across the trust</p>	L
Pupils forget to wash their hands regularly and frequently	H	<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 reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. Handwashing takes place on entry to school, prior to departure and at set times throughout the day, before and after eating, after coughing/sneezing. Hand sanitiser is provided in locations where hand washing facilities are not readily available. 	yes	<p>This is in practice and will remain so. Two hand washing areas have been allocated per class (except Y6 which has one handwashing area) which equates to a minimum of 4 and maximum of 5 handwashing areas per bubble. Sanitiser will also be available in every bubble.</p>	L

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				Timetables have been rejigged to allow time for regular handwashing.	
2.3 Clothing/fabric					
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. 	yes	<p>Fabric chairs will remain single use in classrooms if they can't be removed but will be removed wherever possible</p> <p>Fabric chairs within staff areas and offices will be limited to bubble use and will not be used unless essential and if this is the case they will be sprayed following each use.</p> <p>New fabric chairs in the main reception area will not be used as visitors will not be permitted onto site unless essential and if this is the case they will be sprayed following any use.</p>	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the return to school induction process. The Trust has registered as an employer on the government testing portal and named co-ordinators have been communicated to schools 	yes	<p>To be communicated with wider opening induction processes</p> <p>This system has been used during the partial re-opening and staff who worked during that time are fully aware of the procedures which are currently in place.</p> <p>To review if this changes.</p>	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)
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<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 	yes	<p>HR to provide guidance to Heads and staff on absence reporting, recording and management</p> <p>Trust communication to be updated and re-sent to all parents/carers and staff for September</p> <p>Discussions held with staff over CV and CEV and actions taken as needed. Individual action plans reviewed and shared.</p>	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	<p>Trust communication to be updated and re-sent to all parents/carers and staff for September.</p> <p>Staff who have been in school during the partial re-opening are fully aware of this.</p>	L
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. 	yes	<p>Trust communication to be updated and re-sent to all parents/carers and staff for September</p> <p>Staff who have been in school during the partial re-opening are fully aware of this.</p>	L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	L	<ul style="list-style-type: none"> First Aid certificates extended for three months. A programme for training additional staff is in place. Collaborative arrangements for supporting staff in other schools in the Trust have been agreed. 	yes	All certificates are up to date and additional training is already booked where needed.	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)
				Both DSLs are on site and support from CTA DSLs is also available if needed.	
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control or there is not a dedicated medical room in school	H	<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. Appropriate PPE is available within the medical room 	yes	A room is identified and designated as a medical room and can be used to isolate a person displaying symptoms whilst awaiting collection	L
2.7 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 referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the Trust website is created and updated. 	yes	<p>Communication with parents has been maintained electronically throughout and information regarding September was sent before the summer.</p> <p>Additional / reminder information will be sent during the first week of September before re-opening to children on 8th September.</p>	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via all communication channels. 	yes	There is COVID 19 parents section on the Trust website and all school communication is available on the school website.	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)
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	M	<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. Parents carrying out the school run will be asked to wear face coverings when on school property. Staff operating beyond the threshold of the schools, such as welcoming at the gates, will be required to wear a face covering. Visitors attending school for essential reasons that cannot adequately socially distance should wear a face covering but only after discussions with the headteacher. 	yes	<p>School have a stock of gloves and aprons with more on order and two masks which are fully washable. Each to be used by one member of staff only if needed for first aid or intimate care and to be washed on high temperature following this use and returned clean.</p> <p>Trust procurement team audit trust wide stock</p>	L
3. Maximising social distancing measures					
3.1 Pupil behaviour					

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>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>M</p>	<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 and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured and staggered to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. • Individual risk assessments have been reviewed and updated for pupils with additional needs. Concerns have been discussed with parents and a plan agreed where required. 		<p>Monitor updates to social distancing guidelines for schools through DfE and amend this accordingly</p> <p>Behaviour policy has been updated to reflect changes and revisions shared with staff electronically and during INSET day. Main changes relate to use of partner classes, time out and SLT intervention to minimise movement between bubbles unless essential.</p>	<p>L</p>
<p>3.2 Classrooms and teaching spaces</p>					
<p>The size and configuration of classrooms, teaching spaces and cloakrooms does not support compliance</p>	<p>H</p>	<ul style="list-style-type: none"> • Net capacity assessment completed, with each classroom and teaching space compliant with government guidance (i.e. front facing desks, consistent groups). • All excess furniture has been removed from classrooms and teaching spaces. • Arrangements are reviewed regularly. • Outdoor learning is planned where possible and appropriate with required social distancing measures in place • Outdoor fixed equipment is limited to use by one bubble. All participants must wash hands after use and are reminded not to touch faces after use. Cleaning of high touch areas is carried out between groups. • Cloakroom areas have been allocated to each consistent group or, where this cannot be managed, temporary cloakroom areas are established within classrooms. 	<p>yes</p>	<p>Use of shared areas with appropriate boundaries to extend possible distancing.</p> <p>Large outdoor equipment eg bikes, trim trail, science park. This will only be allowed within EYFS as it is needed to fulfil some of the PD requirements but this will be limited to groups within the bubble as will be the case with all CP activities and will be cleaned between groups.</p> <p>Trim trail in main playground will remain out of use.</p>	<p>L</p>

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				Small outdoor equipment eg gardening areas, footballs will be used within bubbles only.	
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	M	<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. • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	yes	<p>Corridor circulation will not be needed at all initially due to the spacing of the bubbles and the access to toilets and outside being through each cloakroom. Cloakrooms will be divided in two with toilets allocated to one bubble each. One sink in each shared area will be allocated to a bubble for additional hand washing and drinking water.</p> <p>See point 1.6 above.</p>	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. 	yes	<p>Field to be used for groups in main school as much as possible and sectioned off for each bubble. EYFS area to be used for this bubble.</p> <p>Main playground to be used for staggered groups under supervision.</p>	L
3.5 Lunch times					
Pupils may not observe social distancing at lunch times	H	<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 separation of consistent groups. 	yes	<p>Lunches will be eaten in bubble rooms or outside weather depending initially</p> <p>Kitchen staff will deliver lunches on a trolley initially</p>	L

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		<ul style="list-style-type: none"> • 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 (weeks 1 and 2), 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. • SD guidance takes into account context 		<p>Lunch times will be staggered and when the hall is re-used time will be extended to ensure that only one bubble is in the hall at any one time and that surfaces are cleaned between bubbles.</p> <p>Classroom staff will support with additional supervision on a rota basis as required.</p>	L
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	M	<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 if required. • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 	yes	<p>Each bubble will have independent access to a sink and the basins in the toilet area.</p> <p>Staff will only send one child to the toilet or to one of the sinks at a time.</p>	L
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. • Parents/Carers are encouraged to use an appointment system to stagger visitors to school • Arrangements are in place for segregation of visitors. 	Yes	<p>No visitors into main reception except pre booked or essential.</p> <p>Signage is in place.</p> <p>Communications to parents will reinforce this.</p> <p>There is no access to the site without authorisation from the office via the intercom system.</p>	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)
3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings. Messages to parents stress the need for social distancing at arrival and departure times. Staff observe and report any breaches to SLT. 	yes	<p>All available gates will be used and each bubble will use a separate entrance with staggered entry and exit times.</p> <p>These have already been communicated to parents and staff.</p>	L
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	M	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. 	yes	<p>No families travel to school by public transport as far as we are aware.</p>	M
3.11 Staff areas					
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Staff rooms are accessible for functional purposes only e.g. making a hot drink and are not used to congregate 	yes	<p>Offices are fine.</p> <p>Staff room will be used for making of drinks only and on rotation.</p> <p>Communication to staff will be clear on this.</p> <p>Trust RA signed off on arrangements</p>	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

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>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</p>	M	<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. 	yes	Individual discussions have taken place with specific families and EWO support.	L
4.2 Staff with underlying health issues					
<p>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</p>	M	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. Current government guidance is being applied. Staff identified as clinically vulnerable or extremely clinically vulnerable are deployed to roles where social distancing can be maintained. Individual risk assessments are developed and discussed with the member of staff 	yes	<p>HR to provide updated guidance and communications to Heads/staff</p> <p>Individual risk assessments have been in place during the partial reopening and will be reviewed and updated.</p>	L
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<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	<p>Training requirements to be communicated to HR</p> <p>Future in minds and Wakefield resources, documents and contacts have been shared with parents via social media during the partial closure and these will continue to be accessed. CS to oversee this and continue this liaison.</p>	L
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<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	HR to support where required	L
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	yes	Any staff who have remained working from home during partial re-opening have been contacted regularly by SLT. All of these staff have had some re-integration in a phased and safe socially distanced way before the summer and this will be considered and continued where needed.	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<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	Bereavement training courses are being sourced through HR.	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)
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. 	yes	<p>Fire drills with social distancing and amended exit routes have been conducted during partial reopening and will continue from September.</p> <p>No changes are needed to exit points.</p> <p>Fire marshal changes will be amended as needed.</p>	L
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	yes	<ul style="list-style-type: none"> As above 	L
Fire marshals absent due to self-isolation	H	<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"> As above 	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"> School has not been closed so all systems have been tested etc. as needed on every throughout the partial closure. 	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"> Estates team are co-ordinating additional water system checks. Compliance checks have been carried out during closure periods School has not been closed so all systems have been tested etc. as needed on every throughout the partial closure. 	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)
6.3 Contractors working on the school site					
Contractors/supply staff and other external agencies on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> • COVID-19 risk assessments/operation plans for key contractors have been provided and checked • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). • Supply staff/other external agencies are provided with site specific guidance and induction on arrival and are reminded of the need for social distancing. • Visitor badge is clearly visible at all times 	yes	<ul style="list-style-type: none"> • A welfare unit is on site for the contractors which will minimise contact even further. • The work area of the contractors is fully fenced off and separate to staff and children on site. • Car parking has been discussed – additional space has been created by the removal of some bushes but from 8.9.20 contractors will have to park on the road and will not be able to use the car park. • Further on site discussions and plans around this will take place on an ongoing basis • Estates will provide at tool box talk to contractors and likewise schools will manage per teachers , supply and and outside agencies. 	L
7. Extended Provision					
7.1 Breakfast and After School Club Provision					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Measures applied through the school day may be different to those at extended provision leading to increased risk of transmission</p>	H	<ul style="list-style-type: none"> • Current government guidance is being followed. • Extended provision groups are arranged to be as consistent as possible. E.g. by year group/key stage with no mixing between these groups. • Clear records are maintained about attendance and group configuration to assist with test and trace operations if required. • Hygiene practices continue to be promoted and implemented throughout provision e.g. hand washing, catch it, kill it, bin it etc. • Enhanced cleaning is in operation • Resource sharing is managed in line with school based protocol e.g. quarantine or clean resources • Advance booking system is in operation to control numbers in line with staff ratios • Staff are aware of procedure for dealing with any person displaying symptoms • Isolation space is available for anyone displaying symptoms 	yes	<p>To recommence from 14.9.20.</p> <p>Parents have been informed, places are strictly limited and have been booked in advance with priority given to key worker and vulnerable families.</p> <p>The area will be divided into three separate spaces so that each bubble can remain socially distant from other bubbles. One member of staff has been allocated to each bubble.</p> <p>All distancing and hygiene methods are in place as during the normal school day.</p> <p>Detailed risk assessment will be undertaken by BC / ASC lead during the week beginning 7.9.20 and further adaptations will be made as needed.</p>	M
<p>9. Contingency Planning for Outbreaks</p>					
<p>9.1 Responding to local outbreak</p>					

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)
Delay in responding increases risk of transmission within the setting (case confirmed on site)	H	<ul style="list-style-type: none"> All staff aware of and familiar with symptoms and process for reacting to a person on site who is displaying symptoms Resources displayed around school to raise awareness of symptoms Internal communication procedure is known (notify Headteacher, notify Trust SLT) How to access a test information is displayed in key areas Parents are advised and strongly encouraged to have symptomatic child tested and to inform school of the result. Contact details for Public Health England health protection team are known and easily accessible 	yes		M
Communication channels cause delay in informing stakeholders	H	<ul style="list-style-type: none"> All new parent information is collected and recorded prior to start of term. Contact detail check for returning pupils has been undertaken and records updated accordingly Communication procedure is in place and known to key staff to cascade information effectively to the community in the event that school is advised to close Staff contact details are checked and updated prior to the start of term. 	yes		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)
Local lockdown results in return to remote education	M	<ul style="list-style-type: none"> School has continuity plan in place to provide remote education at short notice. Continuity plan makes provision for a return to key worker/vulnerable children on site education. Staff information is up to date to ensure identification of those employees who are vulnerable or extremely vulnerable Pupil information is up to date to ensure identification of those pupils who are vulnerable or extremely vulnerable Appropriate systems are in place to provide remote education in line with curriculum and government guidance 	Yes	<p>Systems for this within school are now effective and well established and can resume if needed.</p> <p>Further work across the trust to develop this is ongoing.</p>	L
10. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
Children with EHCPs requiring one to one support will be in closer proximity to adults than is in place for other children.	H	<ul style="list-style-type: none"> Clear communication with parents of these children to ensure they are fully aware that the 1 to 1 TA will be working with their child at an acceptable distance (ie: not sitting next to them as would have usually been the case). Discussion with parents, staff members and child (if appropriate) before re-opening more fully to ensure that all understand the differences that will be in place. PPE to be available to members of staff in this situation if intimate care is required. 	Yes		L

<p>Working close by with children when supporting with work may spread infection.</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff to stand behind children when helping and not lean over the desk. • All face on contact to be avoided unless stringent 2m distance is maintainable. 	<p>Yes</p>		<p>L</p>
<p>Teacher desks and workstations may add to transmission.</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff to consider not having desks • If staff need a desk for their laptop close to the white board it must be kept as clear as possible to allow for full cleaning each day. • Only the teacher in the classroom should touch anything on the desk. • If another member of staff in that bubble needs to take anything from the desk the items should be sprayed first and the member of staff must wash or sanitise their hands before and after this. 	<p>Yes</p>		<p>L</p>
<p>Breakfast and after school club bubble numbers may exceed 15 at some points during some sessions.</p>	<p>M</p>	<ul style="list-style-type: none"> • Children remain in bubbles consistent with those during the day (EYFS, KS1 and KS2) • Each bubble has a separate area of the hall (KS1 and 2) and shared area (EYFS) and there is no mixing between these. • Each bubble has their own tables, chairs and activities. • Each bubble has a single designated member of staff which remains constant and an additional member of staff who is allocated to one bubble only when numbers exceed 15 (8 in EYFS). • 	<p>Yes</p>		<p>L</p>

<p>Some staff in breakfast, after school club and at lunchtimes may need to cross bubbles.</p>	<p>M</p>	<ul style="list-style-type: none"> • All staff are to observe strict hand washing protocols between bubbles if movement is needed. • All staff are to observe social distancing as far as is possible between themselves and children when moving between bubbles. • All staff are to observe strict social distancing between themselves and other adults at all times. • When numbers are below 20 only 2 members of staff will be present and they will supervise across the three bubbles to ensure that there is no mixing. • In this instance they will undertake full hygiene protocols if they need to move between bubbles with direct contact. A member of school SLT (following strict hygiene protocols) will act as the third member of staff in any of these instances if more direct contact in each of the three bubbles is required. • Strict hand washing and sanitising protocols are in place at the start and end of each session and before any food, drink or activities. 	<p>Yes</p>		<p>L</p>
<p>Resources used in breakfast and after school club may be a risk factor for spread.</p>		<ul style="list-style-type: none"> • All resources will be used by a single bubble during a session and will not be shared outside of this bubble. • All resources will be cleaned following use and time allowed before they are used by another bubble in another session. • All tables and chairs will be cleaned <ul style="list-style-type: none"> ○ before and after breakfast club and at food times ○ before and after each lunchtime bubble and between bubbles ○ before and after after school club and at food times and between activities where needed. 	<p>Yes</p>		<p>L</p>

<p>Food preparation and eating in breakfast and after school club may present a risk factor.</p>		<ul style="list-style-type: none"> • One staff member will prepare food observing strict protocols in a designated area of the provision. • The allocated staff member for each bubble will then collect the food and distribute it to their group. • Food choices have been changed to reduce the need for cutlery. • Drinks will be in cartons rather than poured into cups. • Any cartons or containers will be sanitised before use. 	<p>Yes</p>		<p>L</p>
<p>Use of space during eating at lunchtimes may present a risk factor.</p>	<p>M</p>	<ul style="list-style-type: none"> • Lunchtime will be accessed via three sittings – one for each bubble. • Tables will be cleaned between each bubble. • Children bringing their own packed lunches from home will continue to eat in the classroom supervised by staff within their bubble. • Lunchtime staff in the hall will observe strict hygiene protocols (see staff moving between bubbles above). 	<p>yes</p>		<p>L</p>
<p>Drop off and collection at breakfast club and after school may present a risk factor.</p>	<p>M</p>	<ul style="list-style-type: none"> • Drop off and collection points and protocols have been communicated to parents. • The school mobile will be used by club staff to ensure that parents always have a point of contact if they cannot gain access to the school site. • No parent will be permitted inside the school building. • Parents carrying out the school run will be asked to wear face coverings when on school property. • Staff operating beyond the threshold of the schools, such as welcoming at the gates, will be required to wear a face covering. • Visitors attending school for essential reasons that cannot adequately socially distance should wear a face covering but only after discussions with the headteacher. 	<p>Yes</p>		<p>L</p>

Some members of staff work across bubbles.	H	<ul style="list-style-type: none"> • Ensure all these staff briefed regarding working across bubbles and to maintain social distancing where possible and hygiene procedures at all times. • All staff who move between bubbles must ensure they follow all procedures between one bubble and another. • All staff who moved between bubbles to keep a log of classes they have worked in and children. 	Yes		L
Members of SLT working across two schools	H	<ul style="list-style-type: none"> • Ensure all these staff briefed regarding working across schools and to maintain social distancing where possible and hygiene procedures at all times. • All staff who move between schools must ensure they follow all procedures between one school and another. • All staff who moved between schools to keep a log of classes they have worked in and children along with staff they have had meetings with. • All meetings to take place in a ventilated room adhering to social distancing at all times. 	Yes		L

Additional Risk Assessments are in place for:

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