



The Dunham Trust

Operational Risk Assessment for Full School Opening



Please note: this risk assessment should be undertaken in conjunction with following guidance on school reopening issued by the Department for Education:

[full opening of schools from the start of the autumn term](#)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

COVID-19: Operational risk assessment for school reopening

Assessment conducted by:	Mark Edmundson	Job title:	Head of School	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	5.11.20	Review interval:	14 days	Date of next review:	19.11.20
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Related documents	
Trust/Local Authority documents:	<p>Government guidance includes:</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings Coronavirus (COVID-19) Collection: guidance for schools and other educational settings Actions for schools during the coronavirus outbreak COVID-19: cleaning in non-healthcare settings guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</p> <p><u>November 2020</u> What new national restrictions mean for education and childcare settings</p>

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 partial opening, including social distancing					
1.1 Net capacity					
In the event of a local lockdown, available capacity of the school is reduced when government guidelines are applied	M	<ul style="list-style-type: none"> • Agreed number of pupils who can attend the premises on any given day to enable compliance with DFE guidelines • Agreed new timetable and arrangements confirmed for each year group. • Arrangements in place to support pupils when not at school with remote learning at home. 	Yes	<ul style="list-style-type: none"> • The school will use the "Seesaw" website to set homework for pupils in Key Stages One and Two. In the event of a lockdown there are plans for this website to be used for the setting of remote learning tasks. This will give the pupils and parents the experience of using this website in advance of any potential local lockdown or disbanding of a bubble. • Staff will prepare home learning packs in advance of any lockdown or bubble shut-down and will undertake training on remote teaching techniques during the autumn term 	M
1.2 Organisation of teaching spaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Classroom sizes will not allow adequate social distancing	M	<ul style="list-style-type: none"> Seating arrangements in classrooms in Key Stage Two have been remodelled to provide as much space as possible between pupils and to minimise contact during the school day Bubbles stay together with their teaching team and do not mix with other bubbles. The DFE have made it clear that there is no expectation for Primary School pupils to be able to socially distance but that schools are expected to encourage social distancing in classrooms through organisation of furniture and the layout of a classroom 	Yes	<ul style="list-style-type: none"> Teachers will regularly talk to pupils about their personal space and physical contact A bubble system will be used so one group will not mix with another group during the school day 	M
Large spaces need to be used as classrooms	L	<ul style="list-style-type: none"> Large gatherings prohibited. Design layout and arrangements in place to enable social distancing. 		<ul style="list-style-type: none"> The hall will only be used for PE if the weather outside prevents outdoor learning. The hall will be well ventilated when used by pupils No assembles or large gatherings will be taking place If a class needs to use the hall, a dividing curtain would be drawn in the hall to maintain to secure demarcation from the kitchen area Children will have lunch in the hall with children from their bubble only. Lunchtimes will be staggered. 	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	L	<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 testing to inform staff deployment. The school has an excellent relationship with two supply agencies who regularly provide cover staff. Staff from these agencies are available for deployment in the autumn term 	Yes	<ul style="list-style-type: none"> Individual risk assessments are completed for all who have reasons to shield. Every bubble will be staffed by a team of at least 3 staff. One member of staff will lead the group with support and break times following a rota. Each staff team will only work with their bubble. 	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"> • TAs will support their allocated bubble and are part of the break time rota. • TAs supported by the lunchtime team will supervise their allocated bubble at lunch time. • Information on how to get tested has been sent to staff. • Staff have received training on how to support home learning via seesaw if required 	
1.4 Prioritising provision					
<p>Vulnerable pupils will have lost more ground than other pupils during school closure and will not be able to catch up</p>	M	<ul style="list-style-type: none"> • 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. 	Yes	<ul style="list-style-type: none"> • Teachers will continue to set homework tasks for the pupils using seesaw to secure pupils' and parents' understanding of a new system that may be used if another lockdown occurs or if bubbles are disbanded • SEND pupils at home can be provided with individual work packs through seesaw • In case of a further lockdown or disbanding of a bubble, the school will continue to prioritise the communication with vulnerable pupils who are at home • Pupils will be assessed through testing soon after their return to school • Catch up funding will be paid to the school by the government for the academic year 2020-21. The school will use this money to target pupils or groups of pupils who have fallen behind. From November onwards, additional tutoring through the National Tutoring Service will 	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)
				be available to support vulnerable pupils catch up.	
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Start and departure times are staggered. • More entrances and exits to the school building are used to avoid bubbles mixing • Different entrances/exits are used for different classes and bubbles • Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. 	yes	<ul style="list-style-type: none"> • Plans for entry and egress have been circulated to all staff and parents • A one-way flow system through the premises has been created to secure social distancing between families on arrival and departure. • Each class will have different entry and exit points apart from Years 5 and 6 who are part of the same bubble who will use the junior playground door. • Early finishers in Years 5 and 6 will use the junior corridor fire exit to avoid contact with Year 3 pupils leaving the building • Parents coming onto the premises use face masks • Any parent entering the premises through the main entrance will use face mask 	L
1.6 Planning movement around the school					

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)
Movement around the school risks breaching social distancing guidelines	M	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • Pinch points and bottle necks are identified and managed accordingly. • Older pupils are regularly briefed about observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place using staff from the bubble team only 	yes	<ul style="list-style-type: none"> • Cloakrooms will be used under staff supervision and only children from the bubble will have access. • Apart from accessing toilets, entry and egress during the day and utilising the hall for lunch, pupils will not use the corridors. • No assemblies and no use of hall for lessons unless necessary will mean use of corridors will be minimal • Each bubble will have a separate toilet during lesson times to reduce risk of transmission • Breaks and lunches will be staggered with the same members of staff supervising each group every day 	L
1.7 Curriculum organisation					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	M	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Home and remote learning is continuing and is calibrated to complement in-school learning and address daps identified. • Exam syllabi are covered. • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	yes	<ul style="list-style-type: none"> • Assessment will take place in September to identify gaps in curriculum knowledge and skills • Teachers will identify and prioritise basic skills in response to assessment • Catch up funding will be paid to the school by the government for the academic year 2020-21. The school will use this money to target pupils or groups of pupils who have fallen behind. Additional tutoring will be available to support vulnerable pupils catch up. 	L
1.8 Staff workspaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff rooms and offices do not allow for observation of social distancing guidelines	H	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. 	yes	<ul style="list-style-type: none"> Lunch and break times will be staggered Seats will be removed from the staffroom to identify where staff are safe to sit. This will be explained to staff before the wider opening plans are implemented The microwave will be removed from the staffroom Staff will only use their own mugs Maximum capacity figures will be set for the staff room and the office and shared with staff 	L
1.9 Managing the school lifecycle					
Limited progress with the school's autumn term calendar and workplan because of COVID-19 measures	L	<ul style="list-style-type: none"> Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning. Staff recruitment for September 2020 completed. Curriculum and timetable for September 2020 completed. 	yes	<ul style="list-style-type: none"> Long term plans for classes for September are in place. A 0.6 teacher has been appointed to cover teachers' PPA Weekly timetables have been adapted to include further opportunity for basic English and Maths skills. Intervention will be planned following assessment in September. 	L
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. Virtual zoom meetings will take place in September for parents to meet teachers and to understand the routines for new year groups A staff meeting is scheduled for teachers to discuss transition of their classes and complete a handover. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Tours of the school are available for parents and pupils outside of the school day. 	yes	<ul style="list-style-type: none"> Nursery 1:1 home visits will instead take place at school in the first week and a staggered timetable for bringing children in will then be in place. Reception will have a staggered restart over the first week. New pupils have had a tour of school and attended a zoom transition meeting. Parental zoom meetings will happen in the first week. 	L

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		<ul style="list-style-type: none"> Online induction days for pupils and parents have been completed. 		<ul style="list-style-type: none"> Teacher handover meetings will happen in week 2. 	
1.10 Governance and policy					
Governors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. 	yes	<ul style="list-style-type: none"> Mark met with the Chair of Governors and the Designated Safeguarding Governor at the beginning of term. All governors were briefed on full re-opening plans via an extraordinary meeting at the beginning of term and a further update was provided at the full Local Governing Body Meeting at the end of September. Further updates will be provided at the Teaching and Learning Committee and the Resources Committee. 	L
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	M	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	yes	<ul style="list-style-type: none"> The school has updated its policies in response to Covid.19: 	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)
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Regional Schools Commissioner Professional associations Other partners 	yes	<ul style="list-style-type: none"> Staff are informed about changes in policies via e-mail and zoom meetings Parents and staff have been provided with detailed re-opening plans. A safety briefing will be delivered to staff on the training day- 1st September. Parents will receive a letter on 1st September with final pre-opening plans for 3rd September Staff have been sent copies of correspondence that has been sent to parents School has an LA named link who is in regular contact with the Head of School The Head of School will take part in a Trust check in meeting every Friday at 9.30am. This will involve the Trust Leadership Team and Trustees. Parents are kept up-to-date on developments via letters. The Trust is on contact with the RSC on a weekly basis 	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	yes	<ul style="list-style-type: none"> Staff have received a Staff handbook with a Covid addendum. Staff will receive a safety briefing on the training day on 1st September Staff have received an updated behaviour policy with a Covid addendum 	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"> • A risk register and assessment for school has been completed prior to opening and shared with staff • Staff have received training on using PPE • Staff received comprehensive training before re-opening • A Safeguarding policy with Covid addendum has been shared with staff 	
New staff are not aware of policies and procedures prior to starting at the school when it reopens	M	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook is issued to all new staff prior to them starting. 	yes	<ul style="list-style-type: none"> • An induction pack is available for all staff • A revised staff handbook has been created. This will be regularly reviewed to ensure that it reflects current practice 	L
1.14 Free school meals					
In the event of a further partial or full closure, pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	M	<ul style="list-style-type: none"> • A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school 	yes	<ul style="list-style-type: none"> • The office team is now experienced at managing the voucher scheme • If a partial closure occurs a bubble is disbanded school will continue to provide vouchers and support families in accessing the funding for the meals/delivering meals to houses. • Trafford are now providing weekly food parcels for FSM pupils who are self-isolating. 	L
1.15 Risk assessments					

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)
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	yes	<ul style="list-style-type: none"> Social distancing will be encouraged and pupils will be supported in maintaining social distance during the school day. There is an acceptance in the DFE guidance that social distancing cannot be maintained consistently in a primary school. Full training was given to staff on the September training days before the return to school. 	L
1.16 School transport					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	L	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. 	yes	<ul style="list-style-type: none"> To our knowledge, no buses are used by pupils to access provision. This information has been previously collected in a survey. During the autumn term, the school will issue another questionnaire to parents on transport to and from 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 cleaning of surfaces are not undertaken to the standards required	M	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. 	yes	<ul style="list-style-type: none"> All cleaning staff are currently available A cleaning risk assessment has been completed by the provider A meeting has taken place with the cleaning provider and existing staff are able to increase hours to supplement absent staff where required. 	L
2.2 Hygiene and handwashing					

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)
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	M	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	yes	<ul style="list-style-type: none"> Site manager will on site all day if stocks need replenishing or emergency cleaning is required Every bubble has its own toilet and hand washing facilities. Equipment is regularly cleaned and cleaned prior to a different bubble using it 	L
Pupils forget to wash their hands regularly and frequently	M	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	yes	<ul style="list-style-type: none"> Staff have received training Pupils will receive regular guidance on handwashing. Hand washing and hygiene will be covered during lessons 	L
2.3 Clothing/fabric					
The use of fabric chairs may increase the risk of the virus spreading	L	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure fabric chairs are limited to single person use. 	yes	<ul style="list-style-type: none"> All have been put away in storage Staff in the office only use their own chairs 	L
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	L	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	yes	<ul style="list-style-type: none"> Information on testing is included in staff training Staff have been provided with an information pack on testing 	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 or local authority. 	yes	<ul style="list-style-type: none"> Information and procedures on staff and pupil absence monitoring will be shared with the office team The Head of School is in contact with the Public Health team at Trafford 	M
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	yes	<ul style="list-style-type: none"> Parents were informed on the procedures in a letter that went before the end of the summer term 2019-20 Parents were informed again during term 1a and in the last week of the half term, in a letter to parents, jointly from Trafford Public Health and School There is information on this in the Covid section of the school website 	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	H	<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	<ul style="list-style-type: none"> There is information and further guidance about the school's procedures in the Covid section on the school website. Parents have been advised via letter to refer to these procedures 	L
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated	M	<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 sharing staff with other schools in the locality have been agreed. 	yes	<ul style="list-style-type: none"> Two members of staff have recently begun paediatric first aid training on-line. One has now completed this and another 	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)
Safeguarding Leads puts children's safety at risk				is completing the second part of their training in December. They will complete the practical section of this training during the autumn term once social distancing rules are relaxed	
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	L	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	yes	<ul style="list-style-type: none"> The Head Teacher's office has been designated for pupils with symptoms of Covid The site manager is on site every day and will be able to support in any cleaning required as a result of pupils or staff displaying covid symptoms. 	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"> Parents are kept up to date with information, guidance and the school's expectations via letters and meetings. A COVID-19 section on the school website is created and updated. 	yes	<ul style="list-style-type: none"> A Covid information section of the website is available for parents Parents have been informed of arrangements in a letter that was sent out a week before the end of the summer term 2019-20 	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced regularly via email, text and the school's website. 	yes	<ul style="list-style-type: none"> 	L
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	H	<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;/ supervising children with symptoms) have been instructed on how to 	yes	<ul style="list-style-type: none"> Staff have had PPE training This will be covered again during the training day at the beginning of the new school year. 	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)
		put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. <ul style="list-style-type: none"> Staff are reminded that wearing of gloves is not a substitute for good handwashing. 		<ul style="list-style-type: none"> The safeguarding policy Covid addendum reflect when and how PPE should be used. 	
3. Maximising social distancing measures					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing expectations	M	<ul style="list-style-type: none"> Staff model social distancing consistently. The movement of pupils around the school is minimised. Large gatherings are avoided. Break times and lunch times are structured to support social distancing and are closely supervised. The school's behaviour policy has been revised to include measures to encourage social distancing and this has been communicated to staff, pupils and parents. Senior leaders monitor areas where there have been breaches of the integrity of bubbles- measures and arrangements are reviewed. Realistic expectations for social distancing of younger primary school children have been agreed and staff are clear on these. 	yes	<ul style="list-style-type: none"> Guidance on encouraging social distancing for younger primary school pupils has been provided to staff during training before the full re-opening of school in September Key Stage Two pupils will be expected to social distance more effectively than EYFS and Key Stage One pupils. 	L
3.2 Classrooms and teaching spaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The size and configuration of classrooms and teaching spaces does not encourage social distancing	M	<ul style="list-style-type: none"> All bubbles have allocated areas of school/ Tables face front where appropriate All furniture not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly. 	yes	<ul style="list-style-type: none"> A maximum of 32 pupils for KS2 and 30 for EYFS/KS1 has been set 	L
3.3 Movement in corridors					
Bubbles mix when pupils circulate in corridors	L	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. The hall is not being used for assemblies The movement of pupils around school is minimised as much as possible. Outside doors to classrooms are being used wherever possible. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 	yes	<ul style="list-style-type: none"> Corridors will be out of use apart from entry, egress and accessing toilets and hall for lunch Pupils will access the hall through the back door wherever possible to avoid using the corridors 	L
3.4 Break times					
Bubbles mixing at break time.	M	<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. Supervision is consistent with the same member of staff with the group every day for breaks and lunches- this ensures consistent messaging 	yes	<ul style="list-style-type: none"> Suggestions for appropriate games for pupils will be shared with staff and pupils Equipment will be prepared 2m distancing will not be enforced but pupils should keep each other at arm's length Games involving close physical contact should be avoided Pupils in Key Stage Two will use the toilet before they go out 	L

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				for break time so they do not mix with another bubble coming out at a later time or come into contact with pupils from another bubble in the toilets.	
3.5 Lunch times					
Bubbles mixing at lunch times	M	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands before and after eating. Pupils eat in the hall with only their bubble. Staggered lunch time rotas are in place Tables and other surfaces are thoroughly cleaned in between sittings. 	yes	<ul style="list-style-type: none"> Suggestions for appropriate games for pupils will be shared with them Equipment will be prepared 2m distancing will not be enforced but pupils should keep each other at arm's length Games should involve minimal physical contact for older pupils Equipment bags for each bubble of pupils will be provided so pupils are not sharing equipment 	L
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	M	<ul style="list-style-type: none"> Pupils are able to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently- in the morning and at lunchtime 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	<ul style="list-style-type: none"> Each bubble has their own toilet to use during lesson time which will never be shared with another bubble All EYFS and Key Stage One pupils will use the toilet before lunch, In the junior corridor after Year 3 and 4 go for lunch and use the toilet, the toilets will be cleaned before Year 5 and 6 use the toilet. If pupils use the toilets after their lunch, they use their bubble's regular toilet 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	L	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	yes	<ul style="list-style-type: none"> The site manager will be on site every day supporting with the cleaning of rooms/toilets and classrooms in case of suspected Covid cases The H of S's room is earmarked to accommodate pupils/staff with covid symptoms Where possible minor first aid incidents will be dealt with outside so the medical room will only be needed for more serious incidents 	L
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	M	<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. Arrangements are in place for segregation of visitors. 	yes	<ul style="list-style-type: none"> Parents will be instructed via letter not to come into the Reception area next to the school office unless absolutely necessary. One family/visitor will be allowed in at a time. Adults entering the Reception area are required to wear a mask. 	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, including external drop-off and pick-up points. Regular messages to parents stress the need for social distancing at arrival and departure times. 	yes	<ul style="list-style-type: none"> There is a one way system running through the grounds of the school Parents are required to wear masks on the premises. 	M
3.10 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)
The use of public and school transport by pupils poses risks in terms of social distancing	L	<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. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	yes	<ul style="list-style-type: none"> NA- no pupils currently travel to school public transport 	L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	H	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. 	yes	<ul style="list-style-type: none"> Chairs will be set out so one person only can sit at each table with seats 2m apart. Lunchtimes will be staggered A maximum capacity for the staff room and office will be communicated 	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils with underlying health issues are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	yes	<ul style="list-style-type: none"> The school will detail underlying health conditions on a parental support page of its website. The school has collected information from parents via a letter to identify which pupils are shielding and why. A risk assessment has been completed for children who are clinically extremely vulnerable 	H
4.2 Staff 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)
Staff with underlying health issues are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> 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 have a risk assessment Current government guidance is being applied. 	yes	<ul style="list-style-type: none"> Individual risk assessments have been completed for vulnerable members of staff. A return to work plan has been discussed where appropriate 	H
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Resources/websites to support the mental health of pupils are provided. 	yes	<ul style="list-style-type: none"> The staff has a designated Mental health first aider who will be able to support staff and pupils if required Staff training has been delivered to develop awareness of the challenges that pupils will face returning to school and what signs to look out for. Daily wellbeing parcels have been added to class timetables. 	L
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Yes	<ul style="list-style-type: none"> Staff have been issued with a helpline for support during the re-opening 	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)
In the event of a further partial closure, working from home can adversely affect mental health	M	<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	<ul style="list-style-type: none"> • Most staff have already worked from home during the closure of school and partial re-opening. Staff are accustomed to working from home and managers are accustomed to managing staff working from home. The same strategies that were used previously eg well-being phone calls/check-ins will be used again in the event of another closure, bubble disbanded • DSE Risk Assessments will be in place for staff who are working regularly from home 	L
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	L	<ul style="list-style-type: none"> • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary. 	yes	<ul style="list-style-type: none"> • All teachers and a number of TAs have undertaken bereavement training. 	L
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>Educational provision must still be maintained for priority children in the event of another full or partial closure</p>	L	<ul style="list-style-type: none"> The facility for full-time attendance would be available where required during another partial closure (even if their peers are only attending part-time or not at all) 	yes	<ul style="list-style-type: none"> 	L
<p>7. Operational issues</p>					
<p>7.1 Review of fire procedures</p>					
<p>Fire procedures are affected by new arrangements</p>	H	<ul style="list-style-type: none"> Fire Drills can go ahead as usual when pupils return in September Fire procedures during partial closure 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	<ul style="list-style-type: none"> 	L
<p>Fire marshals absent due to self-isolation</p>	M	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	yes	<ul style="list-style-type: none"> 	L
<p>7.2 Managing premises on reopening after lengthy closure</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)
All systems may not be operational	L	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	yes	•	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<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	•	L
7.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	yes	<ul style="list-style-type: none"> The school is up-to-date with jobs which require completion in the main school building. No contractors will be required for any planned work during the next term. Repairs to the separate building that houses the activity centre will be required over this academic year. Pupils will not use this building during the autumn term 2020-21 	L
8. Finance					
8.1 Costs of the school's response to COVID-19					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	L	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. The trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. The school's projected financial position has been shared with governors and LA or trust. 	Yes	<ul style="list-style-type: none"> 	L
9. Governance					
9.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	M	<ul style="list-style-type: none"> The governing body continues to meet regularly via online platforms. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Head's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	yes	<ul style="list-style-type: none"> The Head of School speaks regularly with the chair of Governors and/or the designated safeguarding governor Extraordinary meetings are held before new phases of opening or closing are entered into 	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					
		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	
		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	
		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	

Operational risk assessment for school reopening

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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