



Star

# TEMPLATE OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING

**CHECKS AND BALANCES:  
RESPONDING TO COVID-19**

A toolkit to support leaders  
as they reopen schools



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

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

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

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

<b>Assessment conducted by:</b>	Sulina Piesse John Ridley	<b>Job title:</b>	Executive Headteacher Head of Primary	<b>Covered by this assessment</b>	Staff, pupils, contractors, visitors, volunteers
<b>Date of assessment:</b>	August 2020	<b>Review interval:</b>	October 2020	<b>Date of next review:</b>	October 2020

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

### Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1. Establishing a systematic process of partial opening, including social distancing</b>					
<b>1.1 Net capacity</b>					
<b>Net capacity of the school when social distancing guidelines are applied</b>	H	<ul style="list-style-type: none"> <li>Agreed number of pupils (all of P+S) who can attend the premises everyday where we remain compliant with social distancing rules. We will take daily pupil and staff temperatures and regular hand sanitation will be expected by all members of the school community.</li> <li>Secondary students will have a staggered start and end of the day.</li> <li>Agreed new timetable and arrangements confirmed for each year group and phase.</li> <li>Arrangements in place to support pupils when not at school with remote learning at home e.g if they / their families are struck by the virus.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Arrangements made so that the school can operate at full capacity whilst socially distanced.</li> <li>Timetable agreed (School at Home).</li> <li>School at Home will continue for anyone who needs to self-isolate.</li> </ul>	L
<b>1.2 Organisation of teaching spaces</b>					
<b>Classroom sizes will allow adequate social distancing</b>	H	<ul style="list-style-type: none"> <li>Classroom size and numbers reviewed.</li> <li>Class sizes and timetables/staffing amended allowing for numbers in line with government guidance) with a 1m distance</li> <li>Year groups in clearly distinguished bubbles and on separate floors e.g Year 7 second floor and Year 8 on third floor.</li> <li>Classrooms re-modelled, with chairs and desks in place to allow for social distancing.</li> <li>Spare chairs removed from desks so they cannot be used.</li> <li>Clear signage displayed in classrooms promoting social distancing.</li> <li>In primary, classes stay together with their teacher and do not mix with other pupils.</li> <li>In secondary, teachers go to their classes to teach their specialist subject, so bubbles remain unspoilt</li> </ul>	Y Y Y N Y n/a	<ul style="list-style-type: none"> <li>All classrooms are well in excess of 50m<sup>2</sup>. The number of classrooms allocated to Primary has doubled – sharing of the secondary wing</li> <li>Classes of 30 will remain the overall responsibility of the class teacher.</li> <li>Each primary class will also have a TA assigned, allowing the class to be split into two bubbles of no more than 15 pupils.</li> <li>Each bubble has been allocated a separate classroom for its exclusive use. 15 tables, each with one pupil chair are arranged to maximise social distancing whilst ensuring practicality.</li> <li>Spare chairs are stacked in the corner.</li> <li>Signage clear with reminders</li> </ul>	L

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				<ul style="list-style-type: none"> <li>In bubble design, 15 pupils remain with their adult and do not mix with others. Two metre-separated outdoor play spaces have been designed, for the exclusive use of each bubble of 15 EYFS children.</li> <li>In Secondary, 30 pupils social distance at 1m comfortably in their designated rooms.</li> </ul>	
<b>Large spaces need to be used as classrooms</b>	H	<ul style="list-style-type: none"> <li>Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching.</li> <li>Large gatherings prohibited.</li> <li>Design layout and arrangements in place to enable social distancing.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Only Sports Hall used for teaching – max 30 pupils. One possibility under consideration is the use of the dining hall as a socially distanced Staff Room.</li> <li>Large gatherings are prohibited. Communal worship and assemblies will take place via classrooms.</li> <li>At the end of the day for pick up, no mixing with P+S. Once secondary pupils have left the site at 2.45pm, at 3.05pm, all KS1 and KS2 children will stand on the Primary and Secondary playgrounds with their bubble, distanced from any other bubble by at least two metres.</li> <li>Layouts and arrangements to enable social distancing have been designed and are to be communicated to all stakeholders.</li> </ul>	L
<b>1.3 Availability of staff and class sizes</b>					
<b>The number of staff who are available is lower than that required to teach classes in school</b>	H	<ul style="list-style-type: none"> <li>The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.</li> <li>Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>Our weekly staff safeguarding procedures will continue so that we know the personal circumstances, availability for</li> </ul>	M

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<b>and operate effective home learning</b>		<ul style="list-style-type: none"> <li>Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place.</li> <li>Full use is made of testing to inform staff deployment.</li> </ul>		<p>work and the location of each member of staff.</p> <ul style="list-style-type: none"> <li>We will continue our practice that staff self-isolating or shielding but who are well enough continue to work, teaching via the online learning platforms, as appropriate.</li> <li>Teaching support staff will continue to be deployed to support the current priorities, as they have been whilst school has been closed.</li> </ul>	
<b>1.4 Prioritising provision</b>					
<b>The continued prioritisation of vulnerable pupils and the children of critical workers</b>	M	<ul style="list-style-type: none"> <li>Plans are in place to meet the learning needs of all children</li> <li>Pastoral and SEND support is deployed wherever possible to support prioritised pupils.</li> <li>Efforts will continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds.</li> <li>A plan is in place for the phasing in of all cohorts.</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>100% of EHC Plan to be attending daily.</li> </ul>	L
<b>1.5 The school day</b>					
<b>The start and end of the school day create risks of breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Start and departure times are staggered.</li> <li>The number of entrances and exits to be used is maximised.</li> <li>Different entrances/exits are used for different groups and phases.</li> <li>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</li> <li>A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.</li> <li>Floor markings are visible where it is necessary to manage any queuing.</li> <li>Attendance patterns have been optimised to ensure maximum safety.</li> </ul>	Y Y Y N Y N Y	<ul style="list-style-type: none"> <li>Soft start (30 minutes) and soft finish (30 minutes) in Primary.</li> <li>Soft start for secondary (15minutes) and soft finish (15minutes)</li> <li>Use of the second pedestrian gate and creation of two pedestrian tracks on the drive has increased the number of pedestrian entrances/exits in use from one to four.</li> <li>Families with children in EYFS (the most difficult to control children) have a different track</li> </ul>	M

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				to follow than the rest of the school. <ul style="list-style-type: none"> <li>One way system is in operation.</li> </ul>	
<b>1.6 Planning movement around the school</b>					
<b>Movement around the school risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One-way systems are in place where possible.</li> <li>Corridors are divided where feasible.</li> <li>Appropriate signage is in place to clarify circulation routes.</li> <li>Pinch points and bottle necks are identified and managed accordingly.</li> <li>Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.</li> <li>Lesson change overs are staggered to avoid overcrowding.</li> <li>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> </ul>	Y Y Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>Circulation plans have been reviewed and revised.</li> <li>One way systems are in place where appropriate. Corridors are very wide compared with most primary schools and consideration will be given to balancing the benefits of one-way movement against necessitating bubbles to make extended detours which then put at risk tight control of the bubble by one adult.</li> <li>Corridors will have floor marking to indicate division of space, included in operational acceptance criteria.</li> <li>Design has taken account of pinch points and potential bottle necks. Year groups almost always use different staircases.</li> <li>Bubbles will stay in the classrooms /floors with transitions reduced.</li> <li>EYFS children will not leave their bubble's designated classroom and outside space,</li> </ul>	L

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				other to use the toilet cubicle(s) assigned for use by that bubble. <ul style="list-style-type: none"> <li>• For the rest of Primary, fitness and wellbeing activities will take place in the bubble, apart from opportunities to use outdoor space that has been timetabled to avoid mixing.</li> <li>• With Secondary creative days, all bubbles on their day will remain on the ground floor and will be in PE kit for the whole day.</li> <li>• There are very few lesson changeovers.</li> <li>• Pupils will be regularly briefed regarding social distancing, to include in operational acceptance criteria.</li> <li>• Rotas and duties have been developed on a maximum adult:child ratio of 1:30, with the adult remaining socially distanced except where their dynamic risk assessment indicates that closer proximity is required to prevent or reduce harm or damage.</li> </ul>	
<b>1.7 Curriculum organisation</b>					
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	M	<ul style="list-style-type: none"> <li>• Gaps in learning are assessed and addressed in teachers' planning.</li> <li>• Exam syllabi are covered.</li> <li>• Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Y Y (Y) Y	<ul style="list-style-type: none"> <li>• School at Home has identified gaps in learning in Maths and Reading on a continuous basis. Those children who have not engaged in online learning will be assessed using these systems immediately upon their return to school; they will then use these systems as previously directed by the Head of Primary and EHT Secondary,</li> </ul>	L

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				until they have made the progress and attainment they have missed. <ul style="list-style-type: none"> <li>Gap analysis will be undertaken and rigorous pupil progress processes will be implemented for 2020-2021.</li> </ul>	
<b>1.8 Staff workspaces</b>					
<b>Staff rooms and offices do not allow for observation of social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>Staff have been briefed on the use of these rooms.</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>A review has been undertaken. Apart from teachers having laptops enabling flexible working, fixed workstations are well spaced. Consideration is being given to the use of the Dining Hall (287m<sup>2</sup>) as a socially distanced staff room, safely supporting staff morale.</li> <li>Staff briefing for the use of these rooms is included as an operational acceptance criterion.</li> </ul>	L
<b>1.9 Managing the school lifecycle</b>					
<b>Pupils moving on to the next phase in their education do not feel prepared for the transition</b>	L	<ul style="list-style-type: none"> <li>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.</li> <li>There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition.</li> <li>Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts.</li> <li>Virtual tours of the school are available for parents and pupils.</li> <li>Online induction days for pupils and parents are planned.</li> </ul>	n/a n/a Y N Y (in an EYFS context)	<ul style="list-style-type: none"> <li>Plans for Reception and New Year 7 are on track as usual, or as otherwise agreed with the CEO. We have removed references to Open Days, Stay and Play, Home Visits, etc. Nursery admissions and communications are on hold, pending clarity regarding what is safe in response to COVID-19 and the Proposed Restructure of Atam Academy Nursery.</li> <li>Virtual tours of the school are not available and are not planned.</li> </ul>	L

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				<ul style="list-style-type: none"> <li>COVID-19 arrangements will be shared with parents.</li> <li>Open Days, Stay and Play and Home Visits will be replaced by socially distanced Getting To Know You meetings of family, teacher and TA at school at the start of Autumn 1. Class lists will be developed based on the information available and a list drawn up of priority homes to visit once COVID-19 threat level allows.</li> <li>Open Evening for prospective Year 7 students will be done remotely and will be available to watch online.</li> </ul>	
<b>1.10 Governance and policy</b>					
<b>Governors are not fully informed or involved in making key decisions</b>	L	<ul style="list-style-type: none"> <li>Online meetings are held regularly with governors.</li> <li>Governing bodies are involved in key decisions on reopening.</li> <li>Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>The Executive Headteacher briefs the Trust CEO on a regular basis.</li> <li>Governance is being followed for engagement of the Trust with strategic decision-making.</li> <li>The Trust CEO is well-informed on the guidance and asks pertinent questions with regard to its implications for the school.</li> </ul>	L
<b>1.11 Policy review</b>					
<b>Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances</b>	H	<ul style="list-style-type: none"> <li>All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school.</li> <li>Staff, pupils, parents and governors have been briefed accordingly.</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>A specific policy regarding bubble, non-mixing and start/end of day arrangements.</li> <li>Briefing is included in the school's response plan and will be an operational acceptance criterion.</li> </ul>	L

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1.12 Communication strategy</b>					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place:                             <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>Governors/Trustees</li> <li>Local authority</li> <li>Regional Schools Commissioner</li> <li>Professional associations</li> <li>Other partners</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Communication with the following stakeholders is included in the response plan:                             <ul style="list-style-type: none"> <li>Staff</li> <li>Pupils</li> <li>Parents</li> <li>LA</li> <li>Suppliers</li> </ul> </li> <li>Our home-school agreement will stipulate key areas of focus that need to be stuck to stringently.</li> <li>Any child, young person or member of staff living with anyone who is extremely clinically vulnerable and social distancing cannot be adhered to, these individuals will not attend school</li> </ul>	L
<b>1.13 Staff induction and CPD</b>					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> <li>A revised staff handbook is issued to all staff prior to reopening.</li> <li>Induction and CPD programmes are in operation for all staff prior to reopening, and include:                             <ul style="list-style-type: none"> <li>Infection control</li> <li>Fire safety and evacuation procedures</li> <li>Constructive behaviour management</li> <li>Safeguarding</li> <li>Risk management</li> <li>Ensure that BAME members of staff in particular who are at a higher risk of contracting the virus are well informed and safeguards are in place to maximise their protection</li> </ul> </li> </ul>	N Y	<ul style="list-style-type: none"> <li>A staff handbook will be developed for 2020-21, as required.</li> <li>All staff have completed a minimum of six Educare courses over the last two months focusing on fire safety, being a fire marshal / warden, health &amp; safety, wellbeing and mental health of children and staff. Many TAs, in particular, have completed many more.</li> <li><b>All staff will have completed online COVID-19 training by the end of the summer term.</b></li> <li>Further training in controls and processes to reduce the risks associated with full re-opening will take place in September:</li> </ul>	L

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				All staff have the following provision in place: PPE/temperature checks/home school agreement signed by parents.	
<b>New staff are not aware of policies and procedures prior to starting at the school when it reopens</b>	L	<ul style="list-style-type: none"> <li>• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.</li> <li>• The revised staff handbook is issued to all new staff prior to them starting.</li> </ul>		<ul style="list-style-type: none"> <li>• No new starters in June / July.</li> <li>• n/a</li> </ul>	L
<b>1.14 Free school meals</b>					
<b>Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school</b>	L	<ul style="list-style-type: none"> <li>• 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.</li> </ul>		<ul style="list-style-type: none"> <li>• Already part of school's COVID-19 response.</li> </ul>	L
<b>1.15 Risk assessments</b>					
<b>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</b>	H	<ul style="list-style-type: none"> <li>• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering:                             <ul style="list-style-type: none"> <li>• Different areas of the school</li> <li>• When pupils enter and leave school</li> <li>• During movement around school</li> <li>• During break and lunch times</li> <li>• Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>• This is in hand as part of the school's response plan and will be included as an operational acceptance criterion.</li> </ul>	L
<b>1.16 School transport</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>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</b>	L	<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school are known prior to opening.</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> </ul>	N N	<ul style="list-style-type: none"> <li>Attendance is expected to be low and bus is not the primary mode of transport.</li> <li>TfL service pattern is now established and will be shared with parents and made clear to Secondary pupils.</li> </ul>	L
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19</b>					
<b>2.1 Cleaning</b>					
<b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b>	M	<ul style="list-style-type: none"> <li>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening.</li> <li>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Deep clean has continued through closure.</li> <li>The enhanced plan is agreed.</li> <li>Working hours have been increased.</li> </ul>	L
<b>2.2 Hygiene and handwashing</b>					
<b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b>	H	<ul style="list-style-type: none"> <li>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>A review has been done and a final audit will be included as an operational acceptance criterion. Staff unions are suggesting that hand driers are switched off and this will be done prior to opening and included as an operational acceptance criterion, unless directed otherwise.</li> <li>Cleaner on site throughout the day from 15/06/20 will continue into September and beyond.</li> </ul>	L

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<b>Pupils forget to wash their hands regularly and frequently</b>	H	<ul style="list-style-type: none"> <li>Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>September training will include a reminder, though experience has shown at Atam that P + S pupils have really taken the lesson on board.</li> <li>Posters etc will be put up, included as an operational acceptance criterion.</li> <li>Noted.</li> </ul>	L
<b>2.3 Clothing/fabric</b>					
<b>Not wearing clean clothes each day may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks.</li> <li>Expectations and guidance are communicated to parents.</li> </ul>	On-going Y	<ul style="list-style-type: none"> <li>A revised Primary uniform agreed with the EHT.</li> <li>Communication is included in the school's response plan and will be an operational acceptance criterion.</li> </ul>	L
<b>The use of fabric chairs may increase the risk of the virus spreading</b>	H	<ul style="list-style-type: none"> <li>Take fabric chairs out of use where possible.</li> <li>Where that is not possible then ensure chairs are limited to single person use.</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>Fabric chairs are not in use, having been replaced by plastic swivel chairs. (Further supported by policy of one consistent adult per bubble. Other adults will stand near the door or supervising the bubble's designated outside space.)</li> <li>All creative days for secondary will necessitate all students wearing PE kit to and from school.</li> </ul>	L
<b>2.4 Testing and managing symptoms</b>					
<b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b>	H	<ul style="list-style-type: none"> <li>Guidance on getting tested has been published.</li> <li>The guidance has been explained to staff as part of the induction process.</li> <li>Post-testing support is available for staff through the school's health provider.</li> </ul>	Y N Y	<ul style="list-style-type: none"> <li>No induction as no new staff.</li> <li>In place.</li> </ul>	L

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<b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b>	H	<ul style="list-style-type: none"> <li>Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>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 <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>Procedures are in place and will be briefed again in September.</li> </ul>	M
<b>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</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Communications have taken place and key messages will be briefed again in September.</li> </ul>	L
<b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>This guidance has been explained to staff and pupils as part of the induction process.</li> <li>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Communications have taken place and key messages will be briefed again in September.</li> </ul>	L
<b>2.5 First Aid/Designated Safeguarding Leads</b>					
<b>The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk</b>	H	<ul style="list-style-type: none"> <li>First Aid certificates extended for three months.</li> <li>A programme for training additional staff is in place.</li> <li>Collaborative arrangements for sharing staff with other schools in the locality have been agreed.</li> </ul>	N N N	<ul style="list-style-type: none"> <li>A major training programme was undertaken recently.</li> <li>There is no need for additional staff.</li> <li>In addition to the DSL, Primary has two DDSLs and fallback can be to the Secondary DDSL.</li> </ul>	L

Template 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)
<b>2.6 Medical rooms</b>					
<b>Medical rooms are not adequately equipped or configured to maintain infection control</b>	H	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>For September 2020 a new room will be created in the Secondary building for use by KS2 who will be located there as part of social distancing measures.</li> <li>The All Stars Kitchen has been designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>COVID-19 Coordinators will ensure this occurs.</li> </ul>	L
<b>2.7 Communication with parents</b>					
<b>Parents and carers are not fully informed of the health and safety requirements for the reopening of the school</b>	H	<ul style="list-style-type: none"> <li>As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools.</li> <li>A COVID-19 section on the school website is created and updated.</li> <li>Parent and pupil handbooks created.</li> </ul>	Y N N	<ul style="list-style-type: none"> <li>The Comms Plan includes key information.</li> <li>Pupils can only return of the parents has signed the COVID-19 Home School Agreement.</li> </ul>	L
<b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b>	H	<ul style="list-style-type: none"> <li>Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Communications continue.</li> </ul>	L
<b>2.8 Personal Protective Equipment (PPE)</b>					
<b>Provision of PPE for staff where required is not in line with government guidelines</b>	H	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that wearing of gloves is not a substitute for good handwashing.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Training on 4 and 5 June</li> <li>Further training in September</li> </ul>	L

Template 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)
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					
<b>Pupils' behaviour on return to school does not comply with social distancing guidance</b>	H	<ul style="list-style-type: none"> <li>• Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.</li> <li>• Staff model social distancing consistently.</li> <li>• The movement of pupils around the school is minimised.</li> <li>• Large gatherings are avoided.</li> <li>• Break times and lunch times are structured to support social distancing and are closely supervised.</li> <li>• The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.</li> <li>• Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.</li> <li>• Messages to parents reinforce the importance of social distancing.</li> <li>• Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations.</li> </ul>	N Y Y Y Y N Y Y Y	<ul style="list-style-type: none"> <li>• Actions required just prior to or upon opening will be identified as operational acceptance criteria.</li> <li>• Pupil and parent behaviour expectations are included in the COVID-19 Home School Agreement.</li> <li>• Design of the physical environment and timetable, including School at Home with one consistent</li> </ul>	L
<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Home base arrangements in place.</li> <li>• Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance (i.e. a maximum of 15 pupils per class).</li> <li>• All furniture not in use has been removed from classrooms and teaching spaces.</li> <li>• Arrangements are reviewed regularly.</li> </ul>	Y Y N Y	<ul style="list-style-type: none"> <li>• Unused chairs are stacked neatly in the corner of the room.</li> </ul>	L

Template 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)
<b>3.3 Movement in corridors</b>					
<b>Social distancing guidance is breached when pupils circulate in corridors</b>	H	<ul style="list-style-type: none"> <li>• Circulation plans have been reviewed and amended.</li> <li>• One-way systems are in operation where feasible.</li> <li>• Corridors are divided where feasible.</li> <li>• Circulation routes are clearly marked with appropriate signage.</li> <li>• Any pinch points/bottle necks are identified and managed accordingly.</li> <li>• The movement of pupils around school is minimised as much as possible.</li> <li>• Where possible, pupils stay in classrooms and staff move around.</li> <li>• Lesson change overs are staggered to avoid overcrowding.</li> <li>• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating.</li> <li>• The lift can only be used in the event of an emergency or when medical needs arise. Staff will need to wear PPE and pupils will also need to wear PPE when using the lift.</li> <li>• Appropriate supervision levels are in place.</li> </ul>	Y Y Y N Y Y Y Y Y	<ul style="list-style-type: none"> <li>• Signage of circulation routes has not been implemented – will be included as an operational acceptance criterion.</li> </ul>	L
<b>3.4 Break times</b>					
<b>Pupils may not observe social distancing at break times</b>	H	<ul style="list-style-type: none"> <li>• Break times are staggered.</li> <li>• External areas are designated for different groups.</li> <li>• Pupils are reminded about social distancing as break times begin.</li> <li>• Social distancing signage is in place around the school and in key areas.</li> <li>• Supervision levels have been enhanced, especially with younger pupils, to support social distancing.</li> </ul>	Y Y Y N Y	<ul style="list-style-type: none"> <li>• Break times in the traditional sense removed entirely as they cannot support social distancing.</li> <li>• Signage of social distancing has not been implemented – will be included as an operational acceptance criterion.</li> <li>• Maximum adult:child supervision ratio reduced to 1:30.</li> </ul>	L
<b>3.5 Lunch times</b>					
<b>Pupils may not observe social distancing at lunch times</b>	H	<ul style="list-style-type: none"> <li>• Pupils are reminded about social distancing as lunch times begin.</li> <li>• Pupils wash their hands before and after eating.</li> <li>• Dining area layouts have been configured to ensure social distancing.</li> <li>• Tables and chairs have been cordoned off where this is not possible.</li> </ul>	Y Y Y n/a n/a Y	<ul style="list-style-type: none"> <li>• Pupils eat in classrooms in P.</li> <li>• Pupils eat in the lunch hall in S.</li> <li>• It is not intended to issue guidance to stop use of lunch boxes.</li> </ul>	L

Template 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)
		<ul style="list-style-type: none"> <li>Floor markings are used to manage queues and enable social distancing.</li> <li>Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes).</li> <li>Eating areas are cleaned after lunch.</li> </ul>	N Y		
<b>3.6 Toilets</b>					
<b>Queues for toilets and handwashing risk non-compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>Queuing zones for toilets and hand washing have been established and are monitored.</li> <li>Floor markings are in place to enable social distancing.</li> <li>Pupils know that they can only use the toilet one at a time.</li> <li>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.</li> <li>The toilets are cleaned frequently.</li> <li>Monitoring ensures a constant supply of soap and paper towels.</li> <li>Bins are emptied regularly.</li> <li>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</li> </ul>	Y N Y Y Y Y Y	<ul style="list-style-type: none"> <li>Floor markings have been implemented – will be included as an operational acceptance criterion.</li> </ul>	L
<b>3.7 Medical Rooms</b>					
<b>The configuration of medical rooms may compromise social distancing measures</b>	H	<ul style="list-style-type: none"> <li>Social distancing provisions are in place for medical rooms.</li> <li>Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>For September 2020 a new room will be created in the Secondary building for use by KS2 who will be located there as part of social distancing measures.</li> <li>The All Stars Kitchen has been designated for pupils with suspected COVID-19 whilst collection is arranged.</li> <li>COVID-19 Coordinators will ensure this occurs.</li> </ul>	L
<b>3.8 Reception area</b>					

## Template 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)
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>Non-essential deliveries and visitors to school are minimised.</li> <li>Arrangements are in place for segregation of visitors.</li> </ul>	N N Y N	<ul style="list-style-type: none"> <li>School Reception changes have not yet been implemented – will be included as an operational acceptance criterion.</li> </ul>	L
<b>3.9 Arrival and departure from school</b>					
<b>Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply</b>	H	<ul style="list-style-type: none"> <li>Start and finish times are staggered.</li> <li>The use of available entrances and exits is maximised.</li> <li>Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.</li> <li>Weekly messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Y Y N Y	<ul style="list-style-type: none"> <li>See above</li> </ul>	L
<b>3.10 Transport</b>					
<b>The use of public and school transport by pupils poses risks in terms of social distancing</b>	H	<ul style="list-style-type: none"> <li>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.</li> <li>Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.</li> </ul>	Y N	<ul style="list-style-type: none"> <li>See reference to comms above</li> </ul>	L
<b>3.11 Staff areas</b>					
<b>The configuration of staff rooms and offices makes compliance with social distancing measures problematic</b>	H	<ul style="list-style-type: none"> <li>Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> </ul>	Y	<ul style="list-style-type: none"> <li>See above.</li> </ul>	L
<b>4. Continuing enhanced protection for children and staff with underlying health conditions</b>					

Template 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)
<b>4.1 Pupils with underlying health issues</b>					
<b>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</b>	H	<ul style="list-style-type: none"> <li>Parents have been provided with clear guidance and this is reinforced on a regular basis.</li> <li>Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon.</li> <li>The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>Schools have a regularly updated register of pupils with underlying health conditions.</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>Further checks included as part of COVID-19 Home School Agreement process.</li> </ul>	L
<b>4.2 Staff with underlying health issues</b>					
<b>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</b>	H	<ul style="list-style-type: none"> <li>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</li> <li>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</li> <li>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.</li> <li>Current government guidance is being applied.</li> </ul>	Y Y Y Y Y	<ul style="list-style-type: none"> <li></li> </ul>	L
<b>5. Enhancing mental health support for pupils and staff</b>					
<b>5.1 Mental health concerns – pupils</b>					
<b>Pupils' mental health has been adversely affected during the period that the</b>	H	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>All staff have completed training during May 2020 in Child Wellbeing and Mental Health.</li> </ul>	L

Template 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)
<b>school has been closed and by the COVID-19 crisis in general</b>		<ul style="list-style-type: none"> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>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).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	Y		
<b>5.2 Mental health concerns – staff</b>					
<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	H	<ul style="list-style-type: none"> <li>Staff are encouraged to focus on their wellbeing.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>Staff briefings and training have included content on wellbeing.</li> <li>Staff briefings/training on wellbeing are provided.</li> <li>Staff have been signposted to useful websites and resources.</li> </ul>	Y Y Y Y Y	<ul style="list-style-type: none"> <li>All staff have been directed to complete child and adult wellbeing training.</li> </ul>	L
<b>Working from home can adversely affect mental health</b>	H	<ul style="list-style-type: none"> <li>Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>Appropriate work plans have been agreed with support provided where necessary.</li> <li>Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>Twice a week team meetings.</li> <li>Weekly bulletin includes these reminders.</li> <li>School at Home continues.</li> </ul>	L
<b>5.3 Bereavement support</b>					
<b>Pupils and staff are grieving because of loss of friends or family</b>	H	<ul style="list-style-type: none"> <li>The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>Support is requested from other organisations when necessary.</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>School Counsellor.</li> </ul>	L
<b>6. Maintaining educational provision for children of key workers and vulnerable children</b>					
<b>6.1 Maintaining provision</b>					

Template 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)
<b>Educational provision must still be maintained for priority children when the school reopens</b>	H	<ul style="list-style-type: none"> <li>• Current government guidance is being followed.</li> <li>• Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.</li> <li>• The facility for full-time attendance is available where required (even if their peers are only attending part-time).</li> <li>• Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> <li>• Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day.</li> <li>• Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance.</li> </ul>	Y Y Y Y Y	<ul style="list-style-type: none"> <li>• No provision beyond the normal school day.</li> <li>• Holiday period provision by Redbridge.</li> </ul>	L
<b>7. Operational issues</b>					
<b>7.1 Review of fire procedures</b>					
<b>Fire procedures are not appropriate to cover new arrangements</b>	H	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:                             <ul style="list-style-type: none"> <li>• Reduced numbers of pupils/staff</li> <li>• Possible absence of fire marshals</li> <li>• Social distancing rules during evacuation and at muster points</li> <li>• Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Incident controller and fire marshals have been trained and briefed appropriately.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>• Training on 4 and 5 June.</li> </ul>	L
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	H	<ul style="list-style-type: none"> <li>• Plans for fire evacuation drills are in place which are in line with social distancing measures.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Fire drill replicated from Summer term into the autumn term.</li> </ul>	L
<b>Fire marshals absent due to self-isolation</b>	H	<ul style="list-style-type: none"> <li>• An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.</li> </ul>	N	<ul style="list-style-type: none"> <li>• To be included as an operational acceptance criterion.</li> </ul>	L

Template 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)
<b>7.2 Managing premises on reopening after lengthy closure</b>					
All systems may not be operational	H	<ul style="list-style-type: none"> <li>Government guidance is being implemented where appropriate.</li> <li>All systems have been recommissioned.</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>No decommissioning took place.</li> </ul>	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> <li>All statutory compliance is up to date.</li> <li>Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>	Y n/a		L
<b>7.3 Contractors working on the school site</b>					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	H	<ul style="list-style-type: none"> <li>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.</li> <li>An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>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.</li> <li>Temperature checks are carried out on arrival and before entering the school building.</li> <li>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.</li> <li>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).</li> </ul>	Y Y Y Y Y Y		L
<b>8. Finance</b>					

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Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>8.1 Costs of the school's response to COVID-19</b>					
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	H	<ul style="list-style-type: none"> <li>Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>Additional sources of income are under exploration.</li> <li>The school's projected financial position has been shared with governors and LA or trust.</li> </ul>		<ul style="list-style-type: none"> <li>Trust assessment required.</li> </ul>	
<b>9. Governance</b>					
<b>9.1 Oversight of the governing body</b>					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> <li>The governing body continues to meet regularly via online platforms.</li> <li>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>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.</li> </ul>	Y	<ul style="list-style-type: none"> <li>The Trust is the GB.</li> </ul>	L
<b>10. Additional site-specific issues and risks</b>					
<b>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</b>					
Lack of IT hardware causes failure of online learning in school strategies (a key aspect of design for social distancing)	H	<ul style="list-style-type: none"> <li>'Muddle through' June/July on the assumption that attendance is less than 120 and all of the tablets work</li> <li>Prioritise supply, installation and configuration of all hardware in good time before September 2020.</li> </ul>	Y Y		M

Template 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)
Failure to acquire all planned elements of the portfolio of online learning resources (a key aspect of design for social distancing)	H	<ul style="list-style-type: none"> <li>Move resources within the 20-21 budget – HoP and EHT to work with FD</li> </ul>	Not yet		M