

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

Assessment conducted by:		Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	17/05/2021	Review interval:	As per government guidance	Date of next review:	
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Related documents	
Trust/Local Authority documents:	<p><b>Government guidance:</b></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a>  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p><a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#coronavirus">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#coronavirus</a></p> <p><a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_covers_in_education_-_March_2021.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/965446/Face_covers_in_education_-_March_2021.pdf</a></p>

### 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

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.</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>Remote learning will continue for anyone who needs to self-isolate as per contingency plan.</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>Teachers go to their classes to teach their specialist subject, so bubbles remain unspoilt</li> </ul>	Y Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>All Completed</li> </ul>	L
<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 and 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>Canteen &amp; Auditorium used for teaching – socially distanced and cleaned between use.</li> <li>Sports Hall used as a temporary LFT site.</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. All pupils from 7 – 12 have a staggered end to the day.</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> <li>Layouts and arrangements to enable social distancing have been designed and are to be communicated to all stakeholders.</li> </ul>	
<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 and operate effective home learning</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 but who are well enough to teach lessons online.</li> <li>Flexible and responsive use of teaching assistants and HLTA to supervise classes is in place where necessary.</li> <li>Full use is made of testing to inform staff deployment.</li> </ul>	Y 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 work and the location of each member of staff.</li> <li>We will continue our practice that staff self-isolating 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>	M
<b>1.4 Prioritising provision</b>					
In the event of National Lockdown	H	<ul style="list-style-type: none"> <li>Pupils who are self-isolating should not attend school.</li> <li>All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. Limiting attendance does not suggest that schools and colleges have become significantly less safe for young people. Instead of limiting attendance is about supporting the reduction of the overall number of social contacts in our communities.</li> <li>Children, young people and staff can continue to use public transport where necessary. We encourage everyone to walk, cycle or scoot wherever possible and safe. This will help to reduce pressure on the public transport network and allow social distancing to be practised. Where children, young people and staff need to use public transport, they should follow the safer travel guidance.</li> </ul>	Y Y Y Y Y	<ul style="list-style-type: none"> <li>This is in conjunction with the travel guidance further down under school transport</li> <li>Ensure sufficient staff are on site.</li> <li>Bring in agency staff if required.</li> <li>Ensure DSL/DDSL are always present on site.</li> </ul>	M

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			Y	<ul style="list-style-type: none"> <li>In the event of them being ill, then alert the CEO who can provide additional backup from other schools</li> </ul>	
<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.</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 Y Y Y	<ul style="list-style-type: none"> <li>Staggered start (30 minutes) and end to the school day (15 minutes)</li> <li>Use of the front visitors entrance increases the number of entry points to two (staggered times for different year groups. This has been communicated to parents via the Communication plan.</li> <li>The use of the carpark entrance for testing ONLY, limits the risk of bubbles mixing.</li> <li>One way system is in operation.</li> </ul>	L
<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>Pupils are regularly briefed regarding observing social distancing guidance.</li> <li>Appropriate duty rota and levels of supervision are in place.</li> <li>Teacher have designated teacher zones that ensure staff maintain a 2 metre distance at all times.</li> </ul>	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 possible.</li> <li>Corridors will have floor marking to indicate the direction of movement. This has also been communicated to parent via the communication plan.</li> <li>Design has taken account of pinch points and potential bottle necks. Year groups almost always use different staircases.</li> <li>KS3 stay in their classrooms to reduce movement and KS4/5 move within their designated areas ONLY to access specialist learning.</li> <li>Pupils will be regularly briefed regarding social distancing,</li> </ul>	L

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				<ul style="list-style-type: none"> <li>Rotas and duties have been developed on a maximum adult:child ratio of 1:30, with the adult remaining socially distanced except where the 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>Gap analysis will be undertaken and rigorous pupil progress processes will be implemented for 2021-2022.</li> </ul>	L
<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>Offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.</li> <li>The staffroom is currently out of use. Work rooms have beverage stations and staff are encouraged not to share beverage supplies.</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.</li> </ul>	L
<b>Staff in pupil or public facing roles</b>	H	<ul style="list-style-type: none"> <li><b>School workforce</b> All staff attending the school setting should follow the measures set out in the system of controls section of this risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in the 'prevention' section.</li> </ul>			M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li> <b><u>Staff who are pregnant</u></b>            As per national restrictions, staff should work at Home where possible. If home working is not possible, pregnant staff and their employers should follow the advice in the Coronavirus (COVID-19): advice for pregnant employees. Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their Home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. Pregnant women are not advised to be vaccinated against COVID-19.  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees</a>            Guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) (<a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#coronavirus">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#coronavirus</a> ) will be used as the basis for a risk assessment. Pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment. We will ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be         </li> </ul>			

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		clinically extremely vulnerable (this group may previously have been advised to shield).			
<b>1.9 Managing the school lifecycle</b>					
<b>1.10 Governance and policy</b>					
<b>Trustees and governors are not fully informed or involved in making key decisions</b>	L	<ul style="list-style-type: none"> <li>Online meetings have been held regularly with Trustees and governors.</li> <li>The Trust Board are involved in key decisions on reopening.</li> <li>Trustees and 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>All plans have been approved by the Trust Board.</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>The briefing is included in the school's response plan and will be an operational acceptance criterion.</li> <li>All necessary Addendums and RA have been updated</li> </ul>	L
<b>1.12 Communication strategy</b>					
<b>Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health</b>	H	<ul style="list-style-type: none"> <li>Communications strategies for the following groups are in place: <ul style="list-style-type: none"> <li>Staff</li> <li>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> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>1.13 Staff induction and CPD</b>					
<b>Staff are not trained in new procedures, leading to risks to health</b>	H	<ul style="list-style-type: none"> <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>	Y Y	<ul style="list-style-type: none"> <li>All staff have completed courses via Judicium or SSS 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>Staff have had an inset prior to pupils returning, where arrangements and procedures for pupils return to school have been explained staff know how they are involved.</li> </ul>	L
<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>	Y	<ul style="list-style-type: none"> <li>Induction programme will be delivered prior to new staff starting.</li> <li>The staff handbook is being revised and updated in line with curriculum and school changes.</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>	Y	<ul style="list-style-type: none"> <li>Already part of school's COVID-19 response.</li> </ul>	L
<b>1.15 Risk assessments</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
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"> <li>Risk assessments are updated or undertaken               <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> <li>Rapid testing risk assessment has been produced</li> </ul>	Y	<ul style="list-style-type: none"> <li>Ongoing</li> <li>School to produce risk assessment for testing</li> </ul>	L
<b>1.16 School transport</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	L	<ul style="list-style-type: none"> <li>The details of how pupils will travel to and from school</li> <li>Effective liaison with bus companies is used as a basis for planning staggered start and departure times.</li> <li><a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</a></li> <li><b>School transport:</b></li> <li>maximising social distancing within vehicles wherever it is possible, between individuals or 'bubbles' maximising the ventilation of fresh air (from outside the vehicle) on dedicated school and college transport, particularly through opening windows and ceiling vents It is the law that children and young people aged 11 and over must wear a face covering on public transport. PHE advises that children and young people aged 11 and over must also wear a face covering when travelling on dedicated transport to secondary school or college. This does not apply to <a href="#">those who are exempt from wearing a face covering on public transport</a>. For more detail, see <a href="#">6. Consider how to minimise contact and maintain social distancing wherever possible</a>.</li> <li>We believe the measures set out in this guidance represent an appropriate balance, because: the overall risk to children and young people of serious illness as a result of coronavirus (COVID-19) is very low they do not mix with the general public on dedicated</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>Parents to check local public transport time tables</li> <li>Minibus driver have been told about mask wearing and social distancing</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>transport dedicated transport often carries the same group of children and young people on a regular basis, and they may also be together in school or college</p> <p>the predictability of home to school transport will allow for planning so that protective measures can be put in place</p>			
<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>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>Working hours for cleaning staff are increased.</li> <li>School has fogging machine.</li> <li>Ensure all spaces used are cleaned regularly</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>The enhanced plan is agreed.</li> <li>Working hours have been increased.</li> <li>Used class rooms and common used spaces to be fogged weekly.</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 regular 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 is done weekly, it is included as an operational acceptance criterion. Cleaner on site throughout the day</li> </ul>	L
<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>Posters etc. have been displayed and "good" hand washing habits have been communicated to parents to also encourage.</li> </ul>	L

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<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>• Uniform expectations have been communicated to parents and staff.</li> <li>• Pupils will wear PE uniform from home on PE days to reduce the risk to transmission and cross bubbles in the changing rooms.</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 chairs</li> </ul>	L
<b>2.4 Engage with the NHS Test and Trace process</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>• <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• The guidance has been explained to staff as part of the INSET day.</li> <li>• LA have been closely liaising with the school to ensure the school have the resources and support to successfully test staff and pupils.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>• Induction to new staff has been done.</li> <li>• The LA have supported with the resources.</li> </ul>	L
<b>Rapid testing in school</b>	H	<ul style="list-style-type: none"> <li>• All staff and Secondary students (when confirmed by the DFE) regularly attending school will be offered a twice weekly lateral flow test. A separate risk assessment has been produced for this activity. Any individual testing positive will be sent home.</li> <li>• <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges?priority-taxon=b350e61d-1db9-4cc2-bb44-fab02882ac25</a></li> </ul>	Y Y	<ul style="list-style-type: none"> <li>• Preparations have been put in place</li> <li>• LA have supported with additional staffing.</li> </ul>	M
<b>2.5 First Aid/Designated Safeguarding Leads</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Testing and tracing	H	<p>Staff and parents/carers will be told that they must be ready and willing to:</p> <ul style="list-style-type: none"> <li>• book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>• All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) or be willing to take part in the National Testing Programme</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Anyone who displays symptoms of coronavirus can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which include anyone involved in education or childcare, have priority access to testing.</li> <li>• If colleagues are finding it difficult to book a test the school will use the DHSC employer referral portal to identify colleagues for priority bookings</li> <li>• Staff should attend the walk-through coronavirus testing station detailed below if closest to their location at the time symptoms appear. Staff must arrange a test immediately.</li> </ul>	M
Test result	H	<ul style="list-style-type: none"> <li>○ Staff and parents have been asked to inform the school immediately of the results of a test: <ul style="list-style-type: none"> <li>○ If someone with symptoms tests negative for coronavirus (COVID-19), then they need to stay at Home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact or take part in the National Testing Programme</li> <li>○ if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>• This is managed by First aiders and admin team</li> </ul>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. PHE and LBR will be contacted for guidance.</p>			
<p><b>Manage confirmed cases of coronavirus</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• The school will take swift action when we become aware that someone who has attended has tested positive for coronavirus. LA will be informed along with PHE.</li> <li>• The NHS Business Services Authority (delivered by NHS) will be contacted immediately if the school becomes aware that someone who has attended has tested positive for coronavirus:</li> <li>• DfE helpline 0800 046 8687 and select option 1 for reporting a positive case.</li> <li>• The line will be open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays.</li> <li>• A team of advisors who will inform the school of what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts.</li> <li>• The health protection team or LA will contact schools directly if they become aware that someone who has tested positive for coronavirus attended the school – as identified by NHS Test and Trace The health protection team will work with schools in this situation to guide them through the actions they need to take.</li> <li>• The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. Based on the advice from the health protection team, we will follow the NHS National Testing Programme guidance.</li> <li>• Close contact means: <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> </ul> </li> </ul>	<p>Y</p>	<ul style="list-style-type: none"> <li>• COVID-19 TEAM</li> </ul>	<p>M</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)
		<ul style="list-style-type: none"> <li>○ travelling in a small vehicle, like a car, with an infected person</li> <li>• To support the HPT the school will keep a record of pupils and staff in each teaching group/bubble and any close contact that takes place between children and staff in different groups. This will be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and</li> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>• if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period</li> <li>• if the test result is positive, they should inform school immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</li> <li>• School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation In the event that a parent/carer of a child with symptoms insists a child attends school the school can make a</li> </ul>			

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)
		decision to refuse if in our reasonable judgment it is necessary to protect students and staff from possible infection with coronavirus. Where a student is unable to attend school because they are complying with clinical and/or public health advice then remote education will be provided immediately.			
<b>Contain any outbreak by following local health protection team advice</b>		<ul style="list-style-type: none"> <li>• If we have two or more confirmed cases within 10 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak and must continue to work with our local health protection team who will be able to advise if additional action is required.</li> <li>• The health protection team may recommend that a larger number of other students self-isolate, perhaps all students or individual year groups.</li> <li>• consultation with the local Director of Public Health, where an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</li> </ul>		<ul style="list-style-type: none"> <li>• COVID-19 TEAM</li> </ul>	
<b>Contingency planning for outbreaks</b>		<ul style="list-style-type: none"> <li>• If the local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. DfE will be involved in decisions at a local and national level affecting a geographical area, and will support the appropriate authorities and the school to follow the health advice.</li> <li>• For individual or groups of self-isolating students, remote education plans will be in place.</li> </ul>		<ul style="list-style-type: none"> <li>• COVID-19 TEAM</li> </ul>	
<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>•</li> </ul>	N	<ul style="list-style-type: none"> <li>• Antibody testing information has been provided to staff.</li> </ul>	M
<b>Infection transmission within school due to staff/pupils (or members</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> </ul>	Y	<ul style="list-style-type: none"> <li>• A recording and tracking system has been in place prior to closing; this includes guidance around testing.</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>of their household) displaying symptoms</b>		<ul style="list-style-type: none"> <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>			
<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 via the Communication plan, 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	<ul style="list-style-type: none"> <li>All stakeholders have received timely communication regarding school procedures.</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 via the communication plan. .</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	<ul style="list-style-type: none"> <li>A refresher will be included in staff inset and pupil staggered return.</li> <li>All guidance has been issued to parents via the communication plan.</li> </ul>	L
<b>2.6 Medical rooms</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>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>• The medical room has been allocated for pupils with suspected COVID-19 whilst collection is arranged. In addition an extra room has been allocated for overspill.</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 regularly using a range of communication tools.</li> <li>• A COVID-19 section on the school website is created and updated.</li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>• Parents are kept up to date via parent mail, the school website and social media. Letters and emails have been sent to parents and staff.</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 regular basis via email, text and the school's website.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• Parents are kept up to date via parent mail, the school website and social media.</li> <li>• Letters and emails have been sent to parents and staff.</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	<ul style="list-style-type: none"> <li>• PPE has been ordered for staff and where staff need to attend to a pupil with symptoms, they will wear a face mask, apron and gloves.</li> </ul>	M
<b>Prevention</b>	H	<ul style="list-style-type: none"> <li>• Students, staff and other adults will be told and reminded regularly that they must not come into school if they have coronavirus symptoms or have tested positive in the last 10 days.</li> </ul>	Y	<ul style="list-style-type: none"> <li>• We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or those who have someone in their household who does, do not attend school</li> </ul>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and must arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>• If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>• Reception and medical staff will be trained on responding to a suspected case of COVID-19 and also how to use PPE if a distance of 2m cannot be maintained with an ill or injured adult or child. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, the child should be moved to an area which is at least 2 metres away from other people. Isolation areas have been designated. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• Following any incident of which a member of staff or student becomes unwell the work area / isolation room will be cleaned after they have left to reduce the risk of passing the infection to other people. See the COVID-19: cleaning of non-healthcare settings guidance (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> ).</li> </ul>			

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>• Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand-sanitiser after any contact with someone who is unwell.</li> <li>• PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</li> <li>• Students or staff reporting to the medical room with symptoms must have names and contact details recorded and a follow up contact made to confirm that the individual has booked a test and instructed not to attend school until the results of the test have been confirmed. Staff and parents will be told to inform the school immediately of the results of the test. Staff must book a test on the day on which symptoms are reported. Confirmation of this to be sent to Special leave policy. Failure to book a test on the day symptoms are reported may mean that absence is unpaid.</li> </ul>			
Use of face coverings in schools	H	<ul style="list-style-type: none"> <li>• we are continuing to ask students and staff to wear face coverings in all indoor areas between 17<sup>th</sup> May and 21<sup>st</sup> June. This is to minimise the risk of infection among the school community. This decision is to be reviewed after half term.</li> <li>• The reintroduction of face coverings for pupils, students or staff may be advised by PHE for a temporary period in response to particular localised outbreaks, including variants of concern. In all cases, any educational drawbacks should be balanced with the benefits of</li> </ul>		<ul style="list-style-type: none"> <li>• Available from reception</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>managing transmission. The Local Action Committee structure (bronze/silver/gold) should be used in such circumstances to re-introduce the use of face coverings. Immediate outbreak response (at the level of individual settings or a cluster of settings) remains for local directors of public health to advise on.</p> <ul style="list-style-type: none"> <li>• Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in education settings or in public places.</li> <li>• <b>Exemptions</b> Where face coverings are recommended there are some circumstances where people may not be able to wear a face covering. This includes (but is not limited to): 12 people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability where putting on, wearing or removing a face covering will cause people severe distress people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate to avoid harm or injury, or the risk of harm or injury, to the wearer or others – including if it would negatively impact on people’s ability to exercise or participate in a strenuous activity The same exemptions will apply in education and childcare settings and you should be sensitive to</li> </ul>			

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)
		those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.			
Access to face coverings	H	<ul style="list-style-type: none"> <li>Staff and students should provide their own face coverings (although visors will be provided for by staff)</li> <li>Students will not be excluded from education on the grounds they are not wearing a face covering.</li> </ul>	Y	<ul style="list-style-type: none"> <li>A small contingency supply will be available for those who are struggling to access a face covering, have forgotten it or where it has become soiled or unsafe.</li> </ul>	L
Safe wearing and removal of face coverings	H	<ul style="list-style-type: none"> <li><a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a></li> <li>Staff and students will be informed of the process for wearing and removing face coverings: <ul style="list-style-type: none"> <li>Clean hands before and after touching, including to remove them or put them on</li> <li>Safe storage of them in individual, sealable plastic bags between use</li> <li>Where a face covering becomes damp it should not be worn and the face covering should be replaced carefully</li> <li>Students must not touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a waste bin (not a recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>Training provided and communicated in the Communication plan.</li> </ul>	L
<b>3. Maximising social distancing measures</b>					
<b>3.1 Pupil behaviour</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>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>•</li> </ul>	Y Y Y Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>• All in place.</li> </ul>	L
<b>3.2 Classrooms and teaching spaces</b>					
<b>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</b>	H	<ul style="list-style-type: none"> <li>• Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance.</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 Y Y	<ul style="list-style-type: none"> <li>• Unused chairs are stacked neatly in the corner of the room.</li> </ul>	L
<b>3.3 Movement in corridors</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>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>• Appropriate supervision levels are in place.</li> </ul>	Y Y Y Y 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> <li>• Face coverings need to be worn by pupils when outdoors on the premises.</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>• Additional arrangements are in place, such as staggering lunch times, delivering grab bags to classrooms, pupils eating in classrooms or other spaces.</li> <li>• Eating areas are cleaned after lunch.</li> </ul>	Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>• Pupils eat in classrooms in KS3</li> <li>• It is not intended to issue guidance to stop use of lunch boxes.</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>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</li> </ul>	Y Y Y Y Y Y Y	<ul style="list-style-type: none"> <li>• Floor markings have been implemented</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> <li>• <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area</a></li> </ul>	Y Y Y	<ul style="list-style-type: none"> <li>• Dedicated covid-19 waiting rooms are setup.</li> <li>• COVID-19 Coordinators will ensure this occurs.</li> <li>• Fogging machines on site to fog after confirmed cases.</li> </ul>	L
<b>3.8 Reception area</b>					
<b>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</b>	H	<ul style="list-style-type: none"> <li>• Social distancing points are clearly set out, using floor markings, continuing outside where necessary.</li> <li>• Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).</li> <li>• Non-essential deliveries and visitors to school are minimised.</li> <li>• Arrangements are in place for segregation of visitors.</li> </ul>	Y Y Y Y	<ul style="list-style-type: none"> <li>• School Reception changes have been implemented</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>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>Regular messages to parents stress the need for social distancing at arrival and departure times.</li> </ul>	Y Y Y 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 in the communication plan.</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> <li>Children and young people aged 11 and over must still wear a face covering on public transport. In accordance with advice from PHE, they must also wear a face covering when travelling on dedicated transport to secondary school or college. This does not apply to children and young people who are exempt from wearing face coverings.</li> </ul>	Y Y	<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 offices has been undertaken prior to the school opening to allow for social distancing between staff.</li> <li>Staffroom is not in use at present.</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>					

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>In place</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 are 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 in relation to people who are classed as <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b>.</li> <li>All staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. <i>When national restriction are not applicable</i> All staff can continue to attend school at all Local COVID Alert levels. In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</li> </ul>	Y	<ul style="list-style-type: none"> <li>Clear instructions have been given to staff around shielding and vulnerable staff. Staff will be directed to fill in a risk assessment with their line manager (SLT link) if they fall into this category.</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<p>Staff who were considered to be extremely clinically vulnerable should maintain social distancing and adhere to the system of controls described in this risk assessment. They should follow the same advice as for the clinically vulnerable below and take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their workspace.</p> <p><b>Staff who are clinically vulnerable</b></p> <p>While in school they should follow the measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing.</p> <p>Ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p> <p><b>Staff who are pregnant</b></p> <p>Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools.</p> <p><a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#coronavirus">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#coronavirus</a> is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their Home or workspace.</p> <ul style="list-style-type: none"> <li>• Our workplace risk assessment will already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified will be included and managed as part of the general workplace risk assessment.</li> </ul> <p>If we are notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, we will check the workplace risk</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)
		<p>assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, we will take appropriate, sensible action to reduce, remove or control them.</p> <p>While it is a legal obligation for employers to regularly review general workplace risks, there is not necessarily a requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, an assessment will be undertaken to help identify any additional action that needs to be taken to mitigate risks.</p>			
<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 school has been closed and by the COVID-19 crisis in general</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> <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</li> <li>Resources/websites to support the mental health of pupils are provided.</li> <li>The school will be extending it's positive Participation work regarding Mental Health Ambassadors.</li> </ul>	Y Y	<ul style="list-style-type: none"> <li>Trained Mental Health First Aiders as well as SSL who is a welfare officer.</li> <li>Mental Health helpline (KAT wide)</li> <li>Many pupils are trained Mental Health Ambassadors and will continue working with Positive Participation to ensure that we keep Good Mental Health as a key priority in helping our school and local community.</li> </ul>	L
<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>Mental Health and wellbeing of staff is a key priority at our Academy</li> <li>Once a month Wellbeing activities will be factored in or staff in addition to what we currently do.</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>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	<ul style="list-style-type: none"> <li>Once a week team meetings.</li> <li>Weekly bulletin includes these reminders.</li> <li>Remote Learning 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	<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>					
<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> </ul>	Y Y	<ul style="list-style-type: none"> <li>No provision beyond the normal school day.</li> </ul>	L
<b>Physical Activity and PE</b>	H	<ul style="list-style-type: none"> <li>Only sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government will be permitted.</li> <li>We will only provide team sports on the list available at return to recreational team sport framework. Students will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</li> </ul>	Y	<ul style="list-style-type: none"> <li></li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>• Outdoor sport will be prioritised where possible and large indoor spaces used where it is not, maximising natural ventilation flow and distancing between students and paying scrupulous attention to cleaning and hygiene.</li> <li>• The PE department will refer to the following guidance with regards to provision:</li> <li>• guidance on the phased return of sport and <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="https://www.youthsporttrust.org/coronavirus-support">and the https://www.youthsporttrust.org/coronavirus-support</a></li> <li>• Activities such as active miles and encouraging active travel will help to enable students to be physically active while encouraging physical distancing.</li> </ul>			
<b>Music, dance and drama</b>	H	<ul style="list-style-type: none"> <li>• There may be an additional risk of infections in environments where singing, chanting, playing wind or brass instruments, dance and drama takes place. Singing, wind and brass instrument playing can be undertaken in line with <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a> : performing arts</li> <li>• If possible, microphones will not be shared. If they are shared, we will follow the guidance on handling equipment as follows: <ul style="list-style-type: none"> <li>○ <b>Handwashing</b></li> <li>○ Requiring increased handwashing before and after handling equipment, especially if being used by more than one person.</li> <li>○ Avoiding sharing instruments</li> <li>○ Avoid equipment wherever possible.</li> <li>○ Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.</li> <li>○ If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets.</li> <li>○ Instruments should be cleaned by the pupils playing them, where possible.</li> </ul> </li> </ul>	Y	<ul style="list-style-type: none"> <li>• Teachers will take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama</li> <li>• Additionally, teachers will keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible microphones will be used to reduce the need for shouting or prolonged periods of loud speaking or singing.</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> <li>○ Handling scores, parts and scripts limit handling of music scores, parts and scripts to the individual using them.</li> <li><b><u>Playing outdoors</u></b></li> <li>○ Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</li> <li><b><u>Playing indoors</u></b></li> <li>○ If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</li> <li><b><u>Singing, wind and brass playing</u></b></li> <li>○ Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.</li> <li><b><u>Social distancing</u></b></li> <li>○ In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</li> <li><b><u>Seating positions</u></b></li> <li>○ Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</li> <li><b><u>Microphones</u></b></li> <li>○ Use microphones where possible or encourage singing quietly</li> <li><b><u>Individual music lessons/peripatetic teachers</u></b></li> <li>○ Individual lessons in Music can resume and peripatetic teachers can continue to be engaged. The Music department should work with providers to minimise the number of visitors where possible,</li> </ul>			

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>e.g. through longer assignments or more hours. Peripatetic teachers must not attend a lesson if they have any symptoms associated with coronavirus.</p> <p>Peripatetic teachers must observe the following:</p> <ul style="list-style-type: none"> <li>○ Maintain distancing requirements with each group they teach, where appropriate.</li> <li>○ Avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing.</li> <li>○ Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made.</li> </ul>			
<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:</li> <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> <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 ongoing.</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 continue as per normal.</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> <li>● All staff are fire marshal trained</li> </ul>	y	<ul style="list-style-type: none"> <li>● In place</li> </ul>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>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	In place .	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>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 Y	<ul style="list-style-type: none"> <li>Site team manages the PPM schedule</li> </ul>	L
<b>8. Finance</b>					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place ? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<b>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 Board of Trustees</b>					
Lack of oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	H	<ul style="list-style-type: none"> <li>The Trust continues to meet regularly via online platforms.</li> <li>The Trust agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>The Headteacher's report to the Trust 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 designated responsibilities is in place.</li> <li>Minutes of Trust meetings are reviewed to ensure that they accurately record trustee' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	Y		L
<b>10. Additional site-specific issues and risks</b>					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					