TEMPLATE OPERATIONAL RISK ASSESSMENT FOR SCHOOL REOPENING
(PRIMARY)

A toolkit to support leaders as they reopen schools

Star

Contents

COVID-19: Operational risk assessment for primary school reopening

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

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Date of assessment:	03/09/2021	Review interval:	Monthly	Date of next review:	03/10/2021

Related documents	
Trust/Local Authority documents:	**Government guidance:** https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications https://www.gov.uk/government/publications/face-coverings-in-education

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
1. Establishing a systematic process for full opening in primary schools					
1.1 Organisation of 'bubbles' in full class groupings					
Unintended mixing between classes will increase the risk of the virus spreading		• We no longer maintain strict class bubbles, but will consider reintroducing them in the event of an outbreak or change of circumstances. • There is full compliance with the DfE system control measures set out in the latest government guidance. • Schemes of work are reviewed to minimise the need for classes to use specialist facilities one after the other. • Pupils observe hygiene guidance and wash hands frequently. • Teachers moving between groups continue to consider social distancing and observe hygiene guidance. • Timetable and arrangements for each class avoid unnecessary contact between discrete classes when moving outside their designated space (e.g. when moving to specialist rooms; at break times; on arrival or leaving).	Y	• The school no longer needs to maintain class bubbles, but will continue to avoid unnecessary mixing where that does not impact on learning. • Head teacher to arrange timetabling accordingly • Poster reminders of hygiene and social distancing • HT to ensure staff and visitors understand and follow the guidance	
1.2 Organisation of teaching spaces					
Teaching pupils in full classes will increase the risk of the virus spreading		• There is full compliance with the DfE system control measures set out in the latest government guidance. • Pupils observe hygiene guidance and wash hands frequently. • Good respiratory hygiene is ensured by promoting the 'catch it, bin it, kill it' approach. • Good ventilation is maintained where possible, opening windows and doors where possible • The use of HEPA air filters minimises the risk of infection via airborne viruses • Contact between individuals minimised and social distancing maintained wherever possible.	Y	• Small class sizes reduce the risk of virus spreading • Air filters significantly reduce the risk of infection	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
The use of shared spaces and specialist classrooms increases the risk of infection		• Large and specialist spaces are kept well ventilated • Air filters provided in smaller areas • Large gatherings prohibited.	Y	• HT has timetabled accordingly	
1.3 Staffing					
Due to COVID-19, the number of staff who are available is lower than that required to teach classes in school		• There is full compliance with the DfE system control measures set out in the latest government guidance. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Staff are asked to advise of their vaccine status to help planning. • For vulnerable staff and pupils, concerns are discussed, procedures explained and risk assessments offered. • A pregnancy risk assessment is in place for any pregnant staff. • If the risk assessment raises any significant issues for pregnant staff who are not in the third trimester then the full range of options will be considered including working from home earlier than 28 weeks.	Y	•	
1.4 The school day					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
The start of the school day risks contact between children.		• We are no longer required to maintain bubbles • The children congregate in the playground in the mornings, minimising risk of virus transmission • Minimal time spent together at the start and end of the day reducing the risk of virus transmission			
1.6 Curriculum organisation					
Having missed on-site learning for an extended time, pupils will have fallen behind in their progress during school closures and achievement gaps will have widened		• The school has developed and implemented a comprehensive 'catch-up' plan identifying learning gap for individual and groups of pupils in terms of curriculum and knowledge. This includes revised schemes of work, prioritising key elements of the curriculum, engaging in additional planned intervention programmes. • Gaps in learning are assessed and addressed systematically in teachers' planning. •	Y	• HT has devised plan	
The resumption of non-overnight school visits poses risks to infection control		• All school visits are considered on a case by case basis. • A comprehensive risk assessment, factoring in COVID-19 related risks, is undertaken for each visit. • Measures are taken to ensure that discrete class group bubbles do not mix on school visits.	Y	•	
1.5 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines		• Staff and visitors are expected and recommended to continue wearing masks in enclosed spaces outside their classrooms.		• HT timetable and communicate	
1.6 Managing the school lifecycle					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Pupils moving on to the next phase in their education do not feel prepared for the transition		• Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. • Tours of the school are available for parents and pupils. • Online induction days for pupils and parents are planned.	Y	• HT to plan safe visits and induction	
1.7 Governance and policy					
Governors are not fully informed or involved in making key decisions about reopening		• Meetings are held regularly with governors. • Governing bodies are involved in key decisions on reopening. • Governors are briefed regularly on the latest government guidance and its implications for the school and the Chair of Governors is kept fully informed.	Y	•	
1.8 Communication strategy					

Key stakeholders are not fully informed about the plans for reopening and their implications		• Communications strategies for the following groups are in place:
		  • Staff
		  • Pupils
		  • Parents
		  • Governors/Trustees
		  • Local authority
		  • Regional Schools Commissioner
		  • Professional associations
		  • Other partners
			Y	• HT responsible for communicating with Staff, pupils, parents, governors.
				• Admin team communicate with LA, Commissioner and professional associations.	

An unforeseen lockdown situation prevents effective communication with pupils, parents and staff regarding contingency arrangements		• Contingency plans are in place, including arrangements for home/remote learning, pastoral care and safeguarding. • A communication strategy for pupils, parents and staff in the event of an unforeseen lockdown is in place, building on the experience of the school closure period. • Information about remote learning – including the school's policy and arrangements, are available on the school website. • Contact records for pupils, parents and staff are kept up to date.	Y	• HT has prepared plans • HT has added policy and arrangements for home learning to website	
1.9 Pupil attendance					
Pupil attendance is lower than expected due to parental concerns about pupils' safety from infection		• Communications with parents reassure them about the safety of full reopening under the latest government guidance. • Dialogue is held with parents who have concerns.	Y	•	

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1.10 Staff induction and CPD					

Staff are not trained in new procedures, leading to risks to health		• A revised staff handbook is issued to all staff prior to reopening.
		• Induction and CPD programmes are in operation for all staff prior to reopening, and include:
		  • The DfE system control measures set out in the latest government guidance
		  • Organisational arrangements
		  • Infection control
		  • Fire safety and evacuation procedures
		  • Constructive behaviour management
		  • Safeguarding
		  • Risk management
			Y	• HT to add control measure, Organisational arrangements and infection control guidance to staff induction.
				• No change to staff handbook, just additional information provided	

New staff are not aware of policies and procedures prior to starting at the school when it reopens		• Induction programmes are in place for all new staff – either online or in-school – prior to them starting.	Y	•	
1.11 Free school meals					
Pupils eligible for free school meals do not receive them due to discontinuity during the school closure period		• A member of the school's administrative team is tasked with ensuring that the list of pupils eligible for free school meals is accurate and up to date and that pupils receive free meals when in school.	N/A	•	
1.12 Risk assessments					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / 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.		• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used • School trips and visits	Y	•	
1.13 Responding to cases of COVID-19 and local lockdowns					
The school is unsure how to respond when there are suspected or confirmed cases of COVID-19 amongst pupils or staff		• There is full compliance with the DfE system control measures set out in the latest government guidance. • The school engages swiftly with NHS Test and Trace if cases are suspected. • The Toolkit for confirmed COVID-19 cases in school, including the Action Plan, is followed for all confirmed cases. • Advice is sought from the Trust/Local Authority/Public Health Teams and appropriate action is taken. • Arrangements are in place for home and remote learning for pupils who are required to self-isolate.	Y	• Compliance Officer provides guidance of required response	
The school is unprepared for a local lockdown should the rate of infection rise in the area		• There is full compliance with the DfE system control measures set out in the latest government guidance. • A contingency plan is in place should a local lockdown be announced and staff are briefed on its contents. • Systems put in place during the school closure period (e.g., home/online learning, pastoral systems, safeguarding systems) are ready to be reactivated. • Lessons learnt during the school closure period are applied to the contingency plan.	Y	• HT has prepared contingency plan	
2. Investing in health and safety arrangements and safety equipment to limit the spread of COVID-19					
2.1 Public Health England system control measures					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Lack of a comprehensive plan to implement PHE system control measures increases the risk of infection in the school		• Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows: 1. **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school** The information below is included in the school's reopening plan. This information is issued at staff and pupil briefings and in letters home to parents: • Anyone with symptoms must remain at home and self-isolate for 10 days if they test positive. • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. • A child with symptoms awaiting collection needs to be isolated and kept at a distance of 2m from the supervising staff member, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the child uses the bathroom, it must be thoroughly disinfected before use by anyone else. • 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. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). In addition: • Staff are reminded that they have received training on infection control that gives them a good understanding of how the spread of coronavirus occurs and can be mitigated. • Infection control training is arranged for new staff. 2. **Face Coverings** • All adults are expected and recommended to wear face coverings in enclosed and crowded spaces, including on public transport (except teachers in their own classrooms)	Y	• Compliance Officer to provide guidance for Staff training on infection control. • HT to schedule hand washing into school timetable • School office to arrange additional cleaning • School office to send cleaning guidance to contractors • School office to print 'Catch It, Kill it , Bin it! Posters. • Staff advised to keep windows open where possible. If it is too cold, then open windows during break times to ventilate indoor spaces. • Compliance officer is responsible for managing the NHS Test and Trace • Compliance office to prepare f advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Compliance officer to prepare and maintain spread sheet of Covid cases in the school	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
		3. Clean hands thoroughly more often than usual			
		• Handwashing / sanitising is scheduled into the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.			
		• Handwashing routines are re-taught to pupils using suitable video.			
		• Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels. Steps are taken to ensure that there is sufficient supply in school.			
		4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach			
		• Posters are downloaded/made/bought that remind pupils and staff about the approach and the importance of handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points.			
		• The location of bins around the school is checked, and more are ordered if necessary.			
		• A schedule for bins to be emptied / disinfected is in place and is adhered to.			
		• Pupils using public transport are reminded of the need to wear face coverings/masks.			
		• A stock of masks is maintained and made available for staff who can't socially distance (for use if they are required to provide first aid / intimate care to pupils with COVID-19 symptoms) and for pupils who do not have a mask for use on public transport.			
		5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents			
		• The school's office team ensures delivery of the induction package to cleaning staff so they fully understand their role in preventing the spread of coronavirus.			
		• The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met.			
		• Stock checks and stock control are maintained			
		6. Minimise contact between individuals and maintain social distancing wherever possible			

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		• Arrangements are in place to limit the number of contacts between pupils and staff. • Individuals are encouraged to maintain social distancing where possible. • Children are taught in age appropriate ways about coronavirus, how it is spread and how they can play their part in keeping everyone safe. **7. Where necessary, wear appropriate personal protective equipment (PPE)** • The school continues to maintain and monitor stocks of PPE and has access to supplier lists. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for cleaning staff. • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished • Staff referred to the trust PPE guidance document **8. Keeping Occupied spaces well ventilated** **Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.** This can be achieved by a variety of measures including: • Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air			

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		• Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. **9. Engage with the NHS Test and Trace process** • School leaders understand the complexity of the arrangements for testing and self-isolation and ensure that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Staff induction for return to school includes information about the NHS Test and Trace process. **10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community** • The contact details for local Public Health England team and local authority health and safety team are readily to hand. • In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required). • A spreadsheet is maintained to record all staff and pupils who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. • Toolkit for confirmed COVID-19 cases in school including the Action Plan is followed for all confirmed cases. • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required. **11. Contain any outbreak by following local health protection team advice** • Advice provided by the local health protection team is acted on immediately.			

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		• Good working relationships are established and maintained enabling rapid communication with local authorities and local Public Health England.			
Infection is transmitted by staff members		• Twice weekly Lateral Flow testing to be introduced for all staff to test before coming into school	Y	• Compliance Officer to prepare and share testing protocol and ensure tests are given to staff.	
2.2 Cleaning					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required		• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are increased.	Y	• Staff must report to office if cleaning has not been carried out.	
2.3 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency		• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.		•	
Pupils forget to wash their hands regularly and frequently		• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.		•	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
2.4 Testing and managing symptoms					
NHS Test and Trace is not used effectively to help manage infection control amongst pupils and staff, maximise staffing levels and support staff wellbeing		• Guidance on engaging with the NHS Test and Trace process has been explained to staff as part of induction. • Staff, parents and pupils are clear that they should book a test if they are displaying symptoms. • Staff, parents and pupils are clear that they should 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 & Trace. • Post-testing support is available for staff through the school's health provider.	Y	• Compliance officer to provide guidance to HT for staff/parentss	
Transmissions due to asymptomatic cases, especially of the new variants, put pupils and staff at risk and could result in some transmissions in schools going undetected		• In-school testing is provided in line with current government guidance. *(Scientific evidence indicates that lateral flow testing recognises new variants of Covid-19)* • Any testing arrangements carried out in school are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. • A separate risk assessment for COVID-19 testing in schools is in place to cover testing arrangements (refer to the Trust '*COVID-19 Risk Assessment: School Based Asymptomatic Testing'* for further details).	Y	• Compliance officer oversees in school testing for staff • Risk assessment to be prepared by Director	
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		• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	• Compliance officer to provide guidance to HT for staff/parentss	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school		• Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. • This guidance has been explained to staff and pupils as part of the induction process. • Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.	Y	• Compliance officer to provide guidance to HT for staff/parentss	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
2.5 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk		• A programme for training additional staff is in place. • Training is maintained • Time-tabling ensures appropriate staff on site	Y	•	
2.6 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control		• Social distancing provisions are in place for medical rooms. • Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. • Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.	Y	•	
2.7 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school		• As part of the overall communications strategy referenced in 1.11, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. • A specific communication on the requirements for school attendance from September is issued and followed up with discussion where necessary. • A COVID-19 section on the school website is created and updated. • Parent and pupil handbooks are created and updated.	Y	•	
Parents and carers may not fully understand their responsibilities should a child show symptom of COVID-19		• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.	Y	• HT to include reminders in weekly newsletters	
2.8 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in		• Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.	Y	•	

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line with government guidelines		• Those staff required to wear PPE (e.g. staff supervising pupils with symptoms where 2m distancing cannot be maintained, and cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing.			
3. Adopting the new organisational model of discrete class group 'bubbles'					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with the new guidance on operating within discrete class group 'bubbles'		• The movement of pupils around the school is minimised. • Large gatherings are avoided. • The school's behaviour policy has been revised to include compliance with the new arrangements and this has been communicated to staff, pupils and parents. • Messages to parents reinforce the importance of adhering to the new arrangements. • Wilful disobeying of rules relating to staying within class groups and following hygiene procedures will be sanctioned appropriately and proportionately, by exclusion where necessary.	Y	•	
3.2 Classrooms and teaching spaces					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
The size and configuration of classrooms and teaching spaces does not allow teachers to comply with social distancing measures		• All classrooms have been assessed and configured to allow for teachers to maintain 2 metres social distancing with pupils' desks facing the front in rows where possible • Arrangements are reviewed regularly.		•	
3.2 Break times					
Class groups may mix at break times		• Break times are staggered where possible • Appropriate signage is in place around the school and in key areas. • Supervision levels have been enhanced where necesaary	Y	• HT to advise office what signes required	
3.3 Lunch times					
Class groups may mix at lunch times		• Lunch times are staggered where possible • Pupils wash their hands before and after eating.	Y	• HT to arrange lunch times accordingly	
3.4 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures between pupils from different discrete class group 'bubbles'		• Queuing zones for toilets and hand washing have been established and are monitored. • Floor markings are in place to enable social distancing. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • The toilets are cleaned frequently. • Monitoring ensures a constant supply of soap and paper towels. • Bins are emptied regularly. • Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.	Y	•	

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3.5 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures		• Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. • Other spaces to be considered for use if necessary	Y	•	
3.6 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines		• Social distancing points are clearly set out, using floor markings, continuing outside where necessary. • Mask wearing by adults is expected and recommended in reception • Parents drop off outside school gates • Non-essential deliveries and visitors to school are minimised.	Y	•	
3.7 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply and risking pupils from different class groups mixing		• The use of available entrances and exits is maximised.	Y	•	
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
Pupils who are clinically vulnerable or clinically extremely vulnerable do not attend school even though it is deemed safe to do so		• Parents of pupils with underlying health conditions have been provided with updated guidance • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The register of pupils with underlying health conditions is regularly updated. • For clinically extremely vulnerable and clinically vulnerable pupils, concerns are discussed, procedures explained and risk assessments offered.	Y	•	

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4.2 Staff with underlying health issues					
Staff who are clinically vulnerable or clinically extremely vulnerable do not return to work even though it is deemed safe to do so		• All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • For clinically extremely vulnerable and clinically vulnerable staff, concerns are discussed, procedures explained and risk assessments offered /reviewed. • Current government guidance is being applied.	Y	•	
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		• There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). • Resources/websites to support the mental health of pupils are provided.	Y	•	
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general		• Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff have been signposted to useful websites and resources.	Y	• HT to include content on wellbeing in staff briefings • Office to resend information of health and wellbeing support offered by the school.	
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family		• The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary.	Y	•	
6. Operational issues					
6.1 Review of fire procedures					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Fire procedures are not appropriate to cover new arrangements		• NO change to existing procedures	Y	•	
Fire evacuation drills - unable to apply social distancing effectively between discrete class group 'bubbles'		• No change to drills	Y	•	
6.2 Managing premises on reopening after lengthy closure					
All systems may not be operational		• Government guidance is being implemented where appropriate. • All systems have been recommissioned.	Y	•	
Statutory compliance has not been completed due to the availability of contractors during lockdown		• All statutory compliance is up to date.	Y	• Compliance officer to confirm with relevant board lead	
6.3 Contractors working on the school site					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control		• 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. • Due diligence is carried out prior to any contractors attending site, and methods statements and risk assessments are obtained and reviewed. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.	Y	•	

7. Finance

7.1 Costs of the school's response to COVID-19

The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties		• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors	Y	•	

8. Governance

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / comments	Residual risk rating (H/M/L)
8.1 Oversight of the governing body					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.		• The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Head's report to governors includes content and updates on how the school is continuing to meet its obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.	Y	•	
9. Additional site-specific issues and risks					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
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		•		•	
		•		•	
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