

Operational risk assessment for school reopening in September 2020



COVID-19: Operational risk assessment for school reopening September 2020

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

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

<https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

[COVID-19: cleaning in non-healthcare settings](#)

https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings?utm_source=bc514255-6eb0-4cc0-b5d2-d4146339f7a2&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Assessment conducted by:	Liz Horrobin	Job title:	Head Teacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	17 th July 2020 3 rd September 2020 – Changes in green font Items that are no longer applicable due to updated changes are in red font	Review interval:	End of first week back then on an on-going basis	Date of next review:	4 th September 2020 11 th September (also dependant on any government/borough/Trust developments)

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way. Existing policies and guidance (with appropriate adjustments for COVID19) continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Behaviour Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Trust Procedure for Dealing with Confirmed or Suspected COVID19 Cases
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

This risk assessment supports a framework for school leaders to put in place proportionate protective measures for children and staff, whilst also ensuring that all pupils receive a high quality education. Schools are asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. When these controls are implemented in line with this revised risk assessment, these measures create a safer environment for children and staff where the risk of transmission of infection is substantially reduced.

All elements of the system of controls are essential. The school must cover them all, but the way the controls are implemented will differ based on the school's individual circumstances. School leaders are best placed to apply the principles to their own setting.

Essential measures include:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test & Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

When considering group sizes, the guidance states: Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.

The system of controls

This is the set of actions that schools must take. They are grouped into “Prevention” and “Response to Infection”.

Prevention

- 1) Minimise contact with individuals who are unwell by those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, use of face coverings in schools
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 should be in place in all schools at all times.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

Risk matrix

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

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of opening to all pupils					
1.1 Minimising contact between individuals					
Increased contact between individuals risks increasing transmission of coronavirus	High	<ul style="list-style-type: none"> Establish consistent group sizes, taking into consideration the impact of a confirmed case within the group. Continue to maintain social distancing wherever possible taking into account age range and layout of the school. Take steps to maintain consistent groups and keep groups apart by amending timetables to stagger start/end of day and breaks. Staggering start and finish times should not reduce overall teaching time. Aim to maintain groups within the Breakfast & After School Club provision adapting the offer if required. 	Yes	Please provide detailed information for the following items: <ul style="list-style-type: none"> Established group sizes – year groups will work in consistent groups during school hours Amended timetables/timings of day (including for lunch break, 	Medium

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		<ul style="list-style-type: none"> Undertake more detailed risk assessment for PE to consider non- contact activities and sharing of equipment. Avoid the sharing of rooms and social spaces. Factor in additional time to enable cleaning where required in shared spaces used during the school day. Set up staffroom to enable social distancing. Use of staffrooms should be minimised with appropriate cleaning undertaken. Communicate plans to all staff, children, parents and visitors as appropriate. To include externally contracted IT contractors, sports coaches, music tutors, visiting specialist education staff. Continue to keep visitors on site to a minimum during the school day. Upon arrival, provide visitors with information to explain distancing and hygiene procedures in place. 		<p>timetabled use of iPads and laptops). Timetables for lunch and break have been adjusted to allow for zoned areas for each consistent group. Timetables have been adjusted for lunchtimes to allow for lunches to be eaten in classrooms for Y2 – Y6. FS2 and Y1 to eat in the school hall, divided into two zones. This staggered timetabling allows for movement between classes (eating) and outside play to be done in year groups. This also allows for full cleaning of the tables to be done with minimal impact on the curriculum.</p> <ul style="list-style-type: none"> Antibacterial wipes available to clean keyboards and photocopiers at end of each day / between consistent groups 	

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				<p>Breakfast & After School Club provision offer has been put onto ParentPay to allow for prebooking only. After school club and breakfast club will work in the following consistent groups: FS2, Y1 & Y2, Y3 & Y4, Y5 & Y6</p> <ul style="list-style-type: none"> • After-school extra-curricular clubs to run on a year group specific basis maximising use of the outdoor space where possible. TAs will be allocated within their consistent groups • PE will continue under the basis that the PE coach is teaching across consistent bubbles and therefore will not enter classrooms always be accompanied with the classes TA who will take responsibility with any issues which require an adult being closer than 2m. The teaching assistant will accompany their class 	

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				<p>to PE lessons and will deal with any specific incidents that need a closer distance with a child. PE coach will have a walkie talkie and therefore can communicate if any further support is needed. PE will be based on fitness for the first time and use minimal equipment. Any equipment used will be wiped down when a new consistent group is being taught. Consistent groups are taught in blocks to minimise equipment needed to be cleaned</p> <ul style="list-style-type: none"> • Normal school staffroom is to be used, when the KS1 hall is needed for After School and Breakfast club, before and after school only for drinks. At lunchtime and break time KS1 hall to be used as a staffroom to allow for social distancing. Premises assistant to clean KS1 hall 	

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				between Breakfast club and lunchtime, when numbers have been such that those clubs have had to extend into the KS1 hall.	
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	High	<ul style="list-style-type: none"> • Arrange the classroom to seat children side by side rather than face to face. • Adults should continue to maintain 2 metre distance from each other and the children wherever possible. Avoid face to face contact and minimise time spent within 1 metre of anyone. • For older children, support them to maintain distance and not to touch staff or their peers wherever possible. • Consider smaller groups (class rather than year group) where younger children cannot maintain distancing. • Move unnecessary furniture out of the classroom to provide more space. • Ensure good ventilation by opening windows and doors where safe to do so. • Spare chairs removed from desks so they cannot be used. • Clear signage displayed in classrooms promoting social distancing. • Children bring in to school essential items in one bag, to include water bottle and stationery supplies. 	Yes	<ul style="list-style-type: none"> • Children not to bring stationery supplies from home – individual pupil packs, for more regularly used items, set up to reduce contact of shared equipment • Staff aware of need to put additional equipment away and keep work-surfaces clear to support additional cleaning • Furniture to be rearranged so all children from Y1 up to be facing forward • Teacher and TA space to be provided in each classroom, this is also to be used by any PPA teacher entering the classroom • PPA teacher will be able to enter classes and have a 	Medium

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				safe space at the front of the class to teach from <ul style="list-style-type: none"> Unwanted/needed furniture removed from classes and stored in staffroom area (seating area which is not being used) 	
Use of other shared spaces increases risk of transmission of virus	High	<ul style="list-style-type: none"> Limits set for shared spaces. Avoid busy corridors, entrances and exits. Large gatherings prohibited for more than one group. Design layout and arrangements in place to enable social distancing. Allow for cleaning shared areas between use by different groups. Minimise use of staffrooms, although staff must still have a break during the day. PE lessons to take place outside where possible and outdoor sports prioritised. A separate, more detailed risk assessment should be undertaken for PE activities and the use of shared equipment. 	yes	<ul style="list-style-type: none"> PE / hall timetable reorganised so consistent groups have back-to-back lessons – equipment cleaned after year group use PE coach will teach outside unless the weather prevent this and then only the bigger KS2 hall will be used. Dance lessons will be reintroduced run by an outside coach from Swindon Borough, the coach will teach from the stage area and therefore remain socially distanced. If there is a clash because of bad weather PPA PE lessons will take place in the classrooms and will 	Medium

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				<p>take the form of a lesson based around areas such as: evaluating performances, understanding the effects of exercise on the body and how to maintain a healthy lifestyle.</p> <ul style="list-style-type: none"> • New pick up and drop off points have been established for consistent groups to avoid overcrowding at the start and end of the school day. These have been clearly signed and are manned by staff. Head and deputy to patrol these areas and will have a walkie talker so can be contacted at any time. The fence between Nursery and the school will be cordoned off to stop parents using this area as a walk through. • Each classroom has cleaning provision which includes antibacterial spray, antibacterial 	

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				handwash and antibacterial gel	
Use of shared resources increases risk of transmission of virus	High	<ul style="list-style-type: none"> • For individual and frequently used items, such as books and pens, pupils and staff should have their own items that are not shared and kept in their own bag. • Classroom resources can be shared within a group, but should be cleaned regularly. • Avoid sharing resources between groups. Where this is unavoidable, items such as sports equipment, should be cleaned frequently and meticulously and always in between use by each group, or left unused for 48 hours (72 hours for plastics) between group use. • Outdoor play equipment requires frequent cleaning between group use. • Avoid taking books and other shared resources home. 	Yes	<ul style="list-style-type: none"> • Any shared resources to be cleaned after use e.g. science equipment. Staff to consider 'blocking' the teaching of subjects so equipment can be used for a week prior to returning. • Outside equipment such as the adventure zoned have been timetabled to a consistent group for the week fortnight giving 72 hours free between groups • Outside equipment such as the adventure zone will not be allowed to be used before and after school, unless it is for breakfast and afterschool club and those are the children from the year group that have been given that area for their zone at playtime and lunchtime. 	Medium
1.3 Offering extended services					

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<p>Maintaining groups cannot be achieved if these services are made available</p>	<p>High</p>	<ul style="list-style-type: none"> • Endeavour to maintain existing groups or widen into consistent groups within both the Breakfast & After School Club. • Continue to encourage social distancing for both pupils and staff within their wider groups. • Consider adjusting timings of sessions if required. • Survey parents to check demand for places. • Consider viability of additional staffing costs to maintain groups and cleaning requirements. • Ask parents to book in advance to assist in staff planning and use of spaces available. • Incorporate cleaning between each session. • Consider offering childcare only and minimising the food offer. 	<p>Yes</p>	<ul style="list-style-type: none"> • Breakfast Club and After School Club has zoned areas with designated tables for each consistent group • Booking system in place so known numbers of pupils and year groups, each day • Tables to be cleaned after use • Reviewed activity plan in place to remove use of shared equipment/equipment that cannot easily be cleaned. All other shared equipment will be timetables to a specific group for the week. Therefore giving 72 hours before another group use it the following week. • Information has been shared with parents and all staff • Breakfast Club and After School Club leader is aware of new arrangements. 	<p>Medium</p>

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				<ul style="list-style-type: none"> Food will be items that children can eat independently such as wraps and given in disposable containers/wraps Breakfast will be served by a member of staff and brought to the child at their specific group table. Hand gel will be given to children to put on, on arrival to breakfast and afterschool club and regular cleaning of hands will be asked for 	
1.4 Availability of staff					
The number of staff who are available is lower than that required to teach classes in school	Medium	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned in line with government guidance. A risk assessment is undertaken and reviewed for those previously shielded who can now return to work. Staff can operate across different groups if required in order to facilitate the delivery of the school timetable. Full use is made of those staff who are self-isolating or shielding by working from home. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. 	Yes	<ul style="list-style-type: none"> All staff have received detailed information in a timely manner and are aware of September arrangements Staff development day was partly used to go over the risk assessment and give time for staff to ask any further questions. All staff present on the training day 	Low

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		<ul style="list-style-type: none"> Staff understand the steps to take if they display COVID19 symptoms and the importance of prompt testing.(Further updated guidance to follow from the trust) Full use is made of testing to inform staff deployment. A consideration of employing supply teachers. 		<p>were involved in this part of the training/discussion</p> <ul style="list-style-type: none"> All staff received communication and are aware that individual risk assessments will be completed, where necessary. This has now been completed and acted upon where necessary No staff remain shielded Whole school briefings have been moved to a Monday morning and will be carried out over Zoom New staff (starting September 2020) have received information and risk assessment updates and were a part of the training day 	
1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	High	<ul style="list-style-type: none"> Start and departure times are staggered. The number of entrances and exits to be used is maximised. Different entrances/exits are used for different groups. Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use. 	Yes	<ul style="list-style-type: none"> Start and departure times are not staggered to allow for a more steady flow of traffic, however each consistent group has its own drop off and pick up 	Medium

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		<ul style="list-style-type: none"> A plan is in place for managing the movement of people on arrival to avoid groups of people congregating, including siblings not attending school. Floor markings are visible where it is necessary to manage any queuing. 		<p>points to spread out the flow of people traffic at the beginning and end of each school day. Each point will be manned by a member of staff and SLT will have walkie talkies and monitor specific areas</p> <ul style="list-style-type: none"> This information has been shared with all staff and parents with a map marking all areas given to all Reminders were sent out to all parents before their child/ren returned in September All information is available on the school website under the 'school return' tab. This has been explained to parents via email and text messages, posting information where necessary. 	
1.6 Planning movement around the school					
Movement around the school risks breaching	High	<ul style="list-style-type: none"> Circulation plans have been reviewed and revised. One-way systems are in place where possible. 	Yes	<ul style="list-style-type: none"> Staggered and zoned break/lunch arrangements 	Medium

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social distancing guidelines		<ul style="list-style-type: none"> • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 		<p>reduce movement of people around school</p> <ul style="list-style-type: none"> • Snack is not being sold and therefore no children will need to be inside the building to gain access to this – parents have been informed about providing own snacks • Free fruit will begin for FS2 and KS1 full consideration and guidelines will be followed on the handling and storage of this, alongside advice from the catering manager • Handwashing facilities in classrooms to reduce sending large groups of children at a time to the toilets • Staff to encourage children to use the toilet (which have been labelled for specific year group use) throughout lessons rather than sending them all before lunch etc. Children to use the toilet one at a 	

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				<p>time Only the children for the amount of cubicles for the specific year group to enter the toilets.</p> <ul style="list-style-type: none"> • Markings on the floor in corridors remain in place to highlight social distancing 	
1.7 Curriculum organisation					
<p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</p>	<p>High</p>	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. • Plans for intervention are in place for those pupils who have fallen behind in their learning. 	<p>Yes</p>	<ul style="list-style-type: none"> • Curriculum plans in place, and have been regularly discussed with all teachers and teaching assistants • Staff meetings for Autumn term one have been put in place and are specifically aimed at supporting and developing the curriculum whilst addressing gaps • All autumn term plans have been collected in • All weekly timetables have been collected in – to make sure all parts of the school day are being used in the best way to help close gaps 	<p>Low</p>

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				<ul style="list-style-type: none"> • All curriculum leaders have monitored coverage for the current academic year and all gaps have been highlighted on Target Tracker • All staff have accessed Target Tracker to look at specific coverage missed and covered • TD day on Wednesday 22 July to reinforce above points • Consideration has been given to catch-up programmes and the organisation of intervention provision, extra provision has been put in place • Assessments to take place in the second week, using the summer assessment papers from the children's previous year • Inclusion team are in place and are aware they play a key role in settling children back into the new school 	

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				<p>year, space has been provided and cleaning equipment given so that Inclusion staff can meet individual children across consistent groups where needed</p> <ul style="list-style-type: none"> • Supervision has taken place with the Trust Inclusion Manager to discuss specific children and families already identified as needing support in the new academic year • Friday extra curricular clubs will focus on closing gaps and be more curriculum focused based on specific year group needs • (Reduced) Assemblies will continue with a values focus. Monday assembly will be pre-recorded and will be watched in classrooms. Friday's Star and Values assembly will take place over Zoom. All 	

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				classes will log in, certificates will be read out by the headteacher but presented in class by the class teacher/teaching assistant <ul style="list-style-type: none"> Each teacher is ready with home learning packs should any child need to isolate and remain at home for a period of time, the learning packs are relevant to the learning that will be taking place in school 	
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of social distancing guidelines	Medium	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Use of staffrooms kept to a minimum. Continue to limit access to the school office. 	Yes	<ul style="list-style-type: none"> Only admin staff to be allowed in office – other staff to use the window See previous comments re use and timetabling of staffroom Classrooms/hall to be used for staff meetings as these are larger and support social distancing where face-to-face training is required. Staff meetings will take place when 	Low

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				needed as a whole school and broken down into key stages/groups at other points	
1.9 Managing the school lifecycle					
Limited progress with the school's annual calendar and workplan because of COVID-19 measures	Medium	<ul style="list-style-type: none"> School calendar for 2020-21 rationalised. SLT and staff workplans to include short- and medium-term planning. Consider ways to continue staff meetings, training and CPD remotely or in distanced groups. Curriculum and timetable for September 2020 completed. Consider current and future trips and events. A separate detailed risk assessment must be undertaken (in consultation with the venue) by the EVC and agreed by the Headteacher for each trip. Use the latest government guidance for consideration of transport and activities. Consider a pre-visit before undertaking any trips. Review forthcoming residential trips and understand the implications of cancellation. Fall back plan if the school goes into a local/national lockdown again for remote education and working. 	Yes	<ul style="list-style-type: none"> No trips to take place in term 1 and 2 Day trips to take place in term 2 dependant on government guidelines and separate risk assessments put in place, this will include consideration of the visit destination's risk assessment and the risk assessments of any travel company used Year 6 residential will be booked for June See earlier points on staff meeting and briefings Year 4 residential (October) will not take place instead the children will have survival days within the school grounds, following COVI-19 guidelines 	Low

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				<ul style="list-style-type: none"> Swimming will take place once a meeting has happened with Heateacher and Oasis to discuss provisions put in place and under the government ruling for swimming and leisure centres Any in house activities using outside providers will be risk assessed first and discussed with the headteacher 	
<p>As pupils move into the next phase in their education, they are not prepared for the transition</p>	<p>Medium</p>	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with nurseries, infant schools and secondary schools to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Online induction days for pupils and parents are planned. Consider specific requirements for vulnerable children or those with additional needs 	<p>Yes</p>	<ul style="list-style-type: none"> Liaison with all nurseries and secondary schools has been completed apart from handing over any child protection notes inline with CP guidelines – this has been timetabled for the first week back once children have taken up their places at the named school All CP information has been handed over to new schools of any of school leavers 	<p>Low</p>

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				<ul style="list-style-type: none"> • Annual reviews (EHCP) and additional transition discussions for vulnerable children (SEND, EHR etc.) has been completed • Adapted induction arrangements for new FS2 children have taken place and including parents signing up for a home visit – this has been explained to parents at their induction meeting and the possibility of Zoom meetings instead has been covered, depending on government guidelines in September. If home visits take place further guidelines will be sent to parents regarding the expectations of these e.g. meeting in a garden • Due to an increase in COVID-19 cases in the SN1 and SN2 area, home visits have taken place over Zoom for FS2 and Nursery children 	

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1.10 Governance and policy					
Governors are not fully informed of key decisions	Low	<ul style="list-style-type: none"> Online meetings are held regularly with governors to inform of trust and board decisions. Governors are briefed regularly on the latest government guidance and its implications for the school. 	Yes	<ul style="list-style-type: none"> Governor involvement has continued throughout COVID-19 Governor meetings have continued to take place via Zoom Copies of communication to Trust and/or parents has continued to be shared with governors along with PowerPoints shared with staff Chair of Governors has been informed of any decision making/changes throughout Updated policy will be shared with governors 	Low
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit	Medium	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> Addendums made to CP, H&S and behaviour policy The CP policy has been updated by the Trust Inclusion Manager alongside the headteacher (safeguarding lead) 	Low

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for purpose in the current circumstances				<ul style="list-style-type: none"> Changes to the behaviour policy regarding rewards has been shared with all staff and an online system is now in place so physical reward cards are no longer handed out. This reward system has been shared with all children and will be shared with all parents in the school's first newsletter (due to go out Friday 4th September) KCSIE changes has been shared with SLT and Safeguarding team. Changes will be shared with Staff by the Trust Inclusion Manager during Child Protection Level One training on 9th September, this includes mid day supervisors Fire evacuation procedures have been amended to support social distancing and maintaining consistent groups (in place already) 	

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				and further amended for September 2020 onwards) <ul style="list-style-type: none"> A fire drill is timetabled to take place during the first full week back and will be recorded accordingly (2 fire drills have taken place during lockdown and been recorded) New designated fire marshalls are in place and all staff regardless have now had fire marshall training (online provided by the Trust's Estate Manager) 	
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	Medium	<ul style="list-style-type: none"> Communication strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors Other partners 	Yes	<ul style="list-style-type: none"> Ensure new FS2 starters receive information in a timely manner Ensure website is updated with copies of communication send out. Under the school return tab are links to all letters sent by the school, trust and borough; along with links to websites with 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<p>support and guidance for parents to help their child/ren return to school</p> <ul style="list-style-type: none"> Website has a tab 'school return' which was the 'COVID-19' tab for home learning during lockdown Parents were sent a text message to guide them towards the website All parents with concerns about their children returning have been spoken to All parents emails regarding concerns have been responded to 	
1.13 Staff induction and CPD					
Staff (including those furloughed) and new starters are not trained in new procedures, leading to risks to health	Medium	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Yes	<ul style="list-style-type: none"> One new teacher and one new teaching assistant are due to start September 2020 – they have been included in communication in opportunities to engage in training, they have attended staff training on the development day and were present when 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<p>discussing the risk assessment, they have also been sent a copy of the risk assessment</p> <ul style="list-style-type: none"> Updated risk assessment to be shared with all staff, the trust and Swindon borough 	
<p>New staff are not aware of policies and procedures prior to starting at the school when it reopens</p>	<p>Medium</p>	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. Whole school risk assessment shared with staff. Staff understand that they can raise concerns in respect of the controls in place and any concerns are given proper consideration by school and trust leaders. 	<p>Yes</p>	<ul style="list-style-type: none"> See above 	<p>Low</p>
<p>1.14 Free school meals</p>					
<p>Pupils eligible for free school meals will no longer receive vouchers from September 2020</p>	<p>Low</p>	<ul style="list-style-type: none"> Ensure orders for summer holiday vouchers are placed at least one week before the end of term. 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. Remind parents of eligibility criteria for FSM as some children may have become eligible. Communicate school meal arrangements to parents. Continue to deliver UIFSM to all those eligible. 	<p>Yes</p>	<ul style="list-style-type: none"> Voucher order completed for all eligible pupils through summer holiday A new spread sheet is being put in place by the school business officer, this will have a column for all children absent due to COVID, to note if they are FSM and if and when they 	<p>Low</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<p>received their weekly food package for each week they are absent</p> <ul style="list-style-type: none"> Hot meal provision in place from September 2020 so all FSM/UIFSM children can access full menu at school Menu has been altered to allow for hot dinners to be provided in compostable containers and all but FS2 and Year 1 children will eat in their classrooms Classes will be cleaned before and after eating and waste will be removed by premises assistant FS2 and Y1 children will eat in the KS2 hall where they can sit at a distance to each other. To minimise movement and touch their dinner will be brought to them by staff, staff will wear gloves and mask whilst bringing their dinner to them 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> • Communication has been shared with all staff and parents about the new arrangements • Parents have been informed about the need to provide their children with packed lunch items which the children can open themselves, including being able to open any containers • New menu shared with parents and booking can now take place • Free fruit for FS2 and KS1 will not be up and running in September this has been shared with parents. Free fruit is now able to restart and will be delivered to school. Fruit to be divided by a member of staff, wearing gloves, into individual class containers. Fruit to be handed to the children by a class adult wearing gloves. Parents to be messaged so do not 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<p>have to send their child in with their own snacks</p> <ul style="list-style-type: none"> Milk will be up and running in September this has been shared with parents, staff will collect the milk for their consistent group and will wear gloves whilst doing so 	
1.15 Risk assessments					
<p>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.</p>	<p>High</p>	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for PE, practical subjects such as DT, singing and where shared equipment is used Use of shared resources 	<p>Yes</p>	<ul style="list-style-type: none"> All staff have received communication and training throughout COVID-19 pandemic Risk assessment has been emailed to all staff and discussed on the training day 1/9/20 Risk assessment needs to be reviewed regularly and any necessary changes communicated to all staff Risk assessment has been reviewed in light of increased numbers of COVID-19 cases in SN1, SN2 postcodes, as of 4/09/20 	<p>Medium</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Updated risk assessment to be shared with all staff via email 	
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning					
Cleaning capacity is reduced so that an initial thorough clean and ongoing cleaning of surfaces are not undertaken to the standards required	Medium	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any summer deep cleans) is agreed prior to opening for September 2020. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are adjusted if required, to meet the requirements of regular cleaning particularly where shared spaces or resources are utilised. Resources shared within the group, should be cleaned regularly. Resources shared between groups, such as sports equipment, should be cleaned frequently and meticulously and always in between use by each group, or left unused for 48 hours (72 hours for plastics) between group use. Outdoor equipment should be more frequently cleaned. Consider disposal of waste/lidded bins/tissues. 	Yes	<ul style="list-style-type: none"> Deep clean booked for summer holiday 2020 Deep clean took place before the children returned Meeting has taken place with Cleaning lead, Business Manager and Headteacher to discuss expectation of deep clean Meeting has taken place with the cleaning lead, head teacher and cleaners to discuss expectation of cleaning now the children are bac at school. Cleaners have been given a checklist which is signed off by the cleaning lead. Cleaners have been told signed checklists will be 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<p>collected in by the headteacher and spot checks by the head or deputy headteacher will be carried out to make sure the high standard of cleaning is maintained.</p> <ul style="list-style-type: none"> • Timetable has been agreed with premises assistant, business manager and headteacher of work to be carried out over the summer holiday, including priority areas • Cleaning stations set up in every classroom and shared areas such as the staff room • Lidded bins in every room and shared space e.g staff room 	
2.2 Hygiene and handwashing					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their	Medium	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. 	Yes	<ul style="list-style-type: none"> • Hand washing stations in every classroom • School has additional stocks of liquid soap and hand sanitiser and ordering 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
hands with sufficient frequency		<ul style="list-style-type: none"> Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day and accessible to all staff without leaving their work space. 		<p>is done in advance of low stocks</p> <ul style="list-style-type: none"> Communication clear with all staff of expectation of responsibility to make SLT aware of any low stock Toilet areas are checked daily for stock of handwash and paper towels 	
Pupils forget to wash their hands regularly and frequently	Medium	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently – after coming into school, after sneezing or coughing, before and after eating and after going to the toilet. Posters and notices reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	<ul style="list-style-type: none"> Clear communication with staff on expectations Posters and notices in place across the school and hand washing stations in every classroom Age appropriate posters in place in all toilets across the school 	Low
2.3 Clothing/fabric. No Longer required					
Not wearing clean clothes each day may increase the risk of the virus spreading	Medium	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and dress by staff to minimise risks. Expectations and guidance are communicated to parents. <p>NO LONGER REQUIRED</p>	Yes	<ul style="list-style-type: none"> Parents aware children need to wear uniform 	Low
The use of fabric chairs may increase the risk of the virus spreading	Medium	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Yes	<ul style="list-style-type: none"> Children do not use adults' fabric chairs – each adult in classroom has own chair 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> NO LONGER REQUIRED 		<ul style="list-style-type: none"> Fabric chairs in staffroom will not be used instead plastic adult chairs in KS1 hall will be used when KS1 hall is being used as a staffroom Chairs used in the headteacher's office to be sprayed down with antibacterial spray after use by other members of staff or parents 	
2.4 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	Medium	<ul style="list-style-type: none"> Guidance on getting tested has been published. (to follow from the trust) The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Yes	<ul style="list-style-type: none"> All staff made aware of symptoms, including any new symptoms announced by the government, actions to take in the event of a staff member/child having symptoms and the procedure for testing Updated procedures for September shared with all staff and on display in the school office School buys into counselling service for staff, this information has 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<p>been shared to all staff and is on display in the staffroom</p> <ul style="list-style-type: none"> The school has ten testing kits to use at their discretion for any families with travel or language barriers 	
<p>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</p>	<p>High</p>	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. Trust to publish steps to take for both suspected and confirmed cases. 	<p>Yes</p>	<ul style="list-style-type: none"> SIMS will continue to be used to record any absences with reasons why also recorded Trust Excel document to be set up and maintained to track absence, test results and return dates and also include whether FSM and tracking of provision of food if the child is An outbound call will be made to any families the day before returning after a positive test/isolation, this will be recorded on the spreadsheet Any clinically extremely vulnerable families have been recorded so can be 	<p>Medium</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<p>notified if necessary of any positive cases</p> <ul style="list-style-type: none"> EWO has already met with members of SLT and Inclusion to discuss expectations for September Clear communication has been shared with parents, through emails, letters and text. All letters are available on the school website Updated Trust handbook has been shared with all staff 	
<p>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</p>	<p>Medium</p>	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. Procedures are in place for identified areas to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>Yes</p>	<ul style="list-style-type: none"> Good communication has already taken place Regular reminders to be given to parents and staff, as has already been done via emails (posted information where necessary) Parents to be contacted and children to be isolated in school and then sent home where symptoms develop. Trust Excel 	<p>Low</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				document to be set up and maintained to track absence, test results and return dates.	
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	Medium	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on dealing with 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. Procedures are in place for identified areas to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Yes	<ul style="list-style-type: none"> Add additional information to school website where and when necessary, removing old information to save confusion New FS2 starters have received the same information prior to September 2020 start 	Low
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	Medium	<ul style="list-style-type: none"> First Aid certificates can be extended for three months from 16th March 2020 to no later than 30th September 2020. A programme for training additional staff is in place. 	Yes	<ul style="list-style-type: none"> All necessary staff are up-to-date with their correct first aid certificates Register is kept by school business manager of when staff are due for renewals 	Low
2.6 Communication with parents					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
Parents and carers are not fully informed of the health and safety requirements for the reopening of the school	Low	<ul style="list-style-type: none"> As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a regular basis using a range of communication tools. A COVID-19 section on the school website is created and updated. Parent and pupil information created. 	Yes	<ul style="list-style-type: none"> Ensure new FS2 starters also have received information in a timely and efficient manner and will be added to Teacher to Parents online tool for any further communication All information shared with parents is also available on the school website Texts sent to parents to sign post them to important information emailed out 	Low
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Medium	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a regular basis via email, text and the school's website. 	Yes	<ul style="list-style-type: none"> See above 	Low
2.7 Personal Protective Equipment (PPE)					
Provision of PPE for staff where required is not in line with government guidelines	Medium	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. 	Yes	<ul style="list-style-type: none"> Staff are already aware of guidance regarding safe practices for putting on and removing PPE PPE stocks maintained in shared spaces such as 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff are reminded that wearing of gloves is not a substitute for good handwashing. 		<p>school office and staff room</p> <ul style="list-style-type: none"> Smaller PPE kit available in each classroom 1 x Y2 child has intimate care needs. PPE available at all times for staff working with child. Transition of information has been shared between current and new staff for correct procedures when supporting child New guidelines from updated government information on the wearing of PPE have been shared with all staff Gloves and masks will be worn when serving food to the children in their classrooms As children attending primary school are under the age of 12 children will not be asked to wear face coverings, this will be reviewed should 	

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				government guidelines change	
3. Maximising social distancing measures where possible					
3.1 Pupil behaviour					
Pupils' behaviour on return to school does not comply with social distancing guidance	Medium	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing where possible is reinforced throughout the school day by staff and through posters, notice boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games. • Staff model social distancing consistently. • The movement of pupils around the school is minimised. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing where possible and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are avoidable breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. • Arrangements for social distancing of younger primary school children have been agreed and staff are clear on expectations. 	Yes	<ul style="list-style-type: none"> • Amendments to behaviour policy completed and shared with staff, see previous comments • Inclusion team and child protection team in place and ready to support where needed and above already timetabled support • Transition has taken place between current and new class teachers, sharing relevant information • Set sheet has been completed by all class teachers regarding transition • Transition has taken place with the inclusion team including the Trust Inclusion manager and the new class teacher, 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				regarding child protection and concerns <ul style="list-style-type: none"> Transition has taken place with the current and new SENDCO and the new class teacher, regarding additional needs of children in their class 	
3.2 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	High	<ul style="list-style-type: none"> Circulation plans have been reviewed and amended. One-way systems are in operation where feasible. Corridors are divided where feasible. Circulation routes are clearly marked with appropriate signage. Any pinch points/bottle necks are identified and managed accordingly. The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in classrooms and staff move around. Lesson change overs are staggered to avoid overcrowding. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. 	Yes	<ul style="list-style-type: none"> Most movement throughout the school will be adult led All teaching staff have been clear guidelines on moving their class through the school See previous bullet points in relevant sections Assemblies to take place using Zoom and prerecorded videos Changes have been made to original zoning and playtime/lunchtime rotas after initial use so that zones are clearer and children have more space. 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<ul style="list-style-type: none"> Large cones to help with clear definitions of zone areas as well as markings on the playground Matting to be placed on the edge of the forest to allow Nursery a clear path round to the nursery building without crossing with Y6 Bottle neck has been identified with siblings coming to Y2 exit point, this is to be addressed with specific zones (year groups) for the siblings to stand and wait 	
3.3 Break times					
Pupils may not observe social distancing at break times	High	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. Supervision levels have been enhanced, especially with younger pupils, to support social distancing where possible. 	Yes	<ul style="list-style-type: none"> Consistent groups to remain in designated areas and be appropriately staffed Consistent groups will not mix Staff to be reminded to be vigilant to maintaining distance between groups and ensuring children are 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				going individually to the toilets <ul style="list-style-type: none"> Pupils to be regularly reminded 	
3.4 Lunch times					
Pupils may not observe social distancing at lunch times	High	<ul style="list-style-type: none"> Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands before and after eating. Where used, dining area layouts have been configured to ensure social distancing. Floor markings are used to support social distancing. Additional arrangements are in place, such as staggering lunch times, delivering a simplified hot food offer in disposable containers to classrooms, pupils eating in classrooms or other spaces. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are cleaned after lunch. 	Yes	<ul style="list-style-type: none"> Menu has been altered to allow for hot dinners to be provided in compostable containers and all but FS2 and Year 1 children will eat in their classrooms Classes will be cleaned before and after eating and waste will be bagged and placed in the KS2 school hall before being removed by premises assistant FS2 and Year 1 children will eat in the KS2 hall where they can sit at a distance to each other. To minimise movement and touch their dinner will be brought to them by staff Children who have not finished their dinner when their classes go out to play will continue eating in the 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<p>KS2 hall on tables designated to their year groups</p> <ul style="list-style-type: none"> • Communication has been shared with all staff and parents about the new arrangements • Parents have been informed about the need to provide their children with packed lunch items which the children can open themselves, including being able to open any containers • New menu shared with parents and booking can now take place 	
3.5 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	High	<ul style="list-style-type: none"> • Pupils know that they can only use the toilet one at a time. • Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. • Different groups no longer need to be allocated their own toilet block, but toilets must be cleaned frequently and pupils must be encouraged to clean their hands thoroughly after using the toilet. • Monitoring ensures a constant supply of soap and paper towels. 	Yes	<ul style="list-style-type: none"> • Where possible, different groups have their own toilets Where this is not possible children to share toilets but each year group to have allocated cubicles, these are labelled • Although overall lunchtime will remain the same 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and young children are supervised in doing so. 		<p>timings, children will play and eat at staggered times to allow use of toilets to be monitored Younger year groups will start lunch earlier to allow for longer times for lunches to be eaten and to create a staggered movement from classes to their zones.</p> <ul style="list-style-type: none"> See previous comment re cleaning stations, cleaning at the end of the day and hand washing stations 	
3.6 Reception area					
<p>Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines</p>	<p>Medium</p>	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	<p>Yes</p>	<ul style="list-style-type: none"> No parents permitted beyond school gates at the front of the school at drop off times and communication has been clear about this No parents can cross through the schools outside space – provision has been put in place for siblings to eliminate the need for this. This has been communicated to parents 	<p>Low</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
				<p>and cones have been put in front of the nursery to school gate to block this pathway off</p> <ul style="list-style-type: none"> • Bikes and scooters will not be permitted to be stored in the bike shed to stop crossing of groups in the mornings and eliminate the need to move through the outside school site • Those children who live a significant distance from the school and require a bike to get to school will be spoken to separately and allowed to lock their bike at the front of the school • Deliveries already arranged to avoid drop-off and pick-up times • Hand sanitiser in main foyer • Regular cleaning of door handles etc. is in place. 	
3.7 Arrival and departure from school					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	Medium	<ul style="list-style-type: none"> Start and finish times are staggered. The use of available entrances and exits is maximised. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Regular messages to parents stress the need for social distancing at arrival and departure times. Consider procedure for drop off for Breakfast Club and pick up for After School Club if applicable. 	Yes	<ul style="list-style-type: none"> See previous comments and detailed plan re start and end time and different entrances and exits 	Low
3.8 Transport					
The use of public transport by pupils poses risks in terms of social distancing	Low	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public transport. This includes advice on the use of face coverings. Encourage other ways of coming to school where possible, walking, cycling etc. 	Yes	<ul style="list-style-type: none"> As far as we are aware, most children either live within walking/cycling distance from school or are driven to school by parents The small amount who do use public transport will follow the government guidelines and the majority of these families have done so already 	Low
3.9 Staff areas					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	Medium	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Access to the school office is restricted. 	Yes	<ul style="list-style-type: none"> See previous comments re staffroom and office arrangements 	Low
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					
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	Medium	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	<ul style="list-style-type: none"> School already holds records regarding pupil health needs Care plans are in place for some children School nurse is booked for training with all staff who work directly with the children on 23rd September 2020 Essential to ensure new FS2 parents share health information (requested already and majority of data collection forms already returned) 	Low
4.2 Staff with underlying health issues					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
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	Low	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable and those with protected characteristics. All staff with underlying health conditions are risk assessed to determine if they can attend school or work from home in line with national guidance All staff with underlying health conditions that put them at increased risk from COVID-19 are attending the workplace where social distancing measures are in place. Where this is not possible the school has implemented robust mitigation measures to reduce risk or the staff member will work from home where appropriate in line with national guidance. Current government guidance is being applied and school leaders seek support from Trust HR team as required. 	Yes	<ul style="list-style-type: none"> Good communication in place for all staff All staff informed that risk assessments to be completed where needed 	Low
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school	High	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. 	Yes	<ul style="list-style-type: none"> Lighthouse team PSA (Trust Inclusion Manager) 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
has been closed and by the COVID-19 crisis in general		<ul style="list-style-type: none"> 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. 		<ul style="list-style-type: none"> PSHE scheme of work supports mental health and wellbeing Own inclusion team Support information has been shared with all teaching staff 	
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	High	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Visibility of leadership and key staff. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. Trade Unions informed of risk assessment and available to staff members. 	Yes	<ul style="list-style-type: none"> Schools buys into Care First and has already offered this to staff where and when needed Guardian angels have been set up for those staff who requested one Staff wellbeing was discussed on the staff training day 1/09/20 	Low
Working from home can adversely affect mental health	High	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Yes	<ul style="list-style-type: none"> Good communication and network of team support in place throughout pandemic so far All staff are now working their full hours in school 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	High	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes	<ul style="list-style-type: none"> See above (Trust Inclusion Manger) Information of websites which staff can access further information has been shared with all teaching and inclusion staff Website links have been included on the school website which parents can access for extra support and guidance 	Medium
6. Operational issues					
6.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	Medium	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures, including any adjustments to fire escape routes. 	Yes	<ul style="list-style-type: none"> Fire evacuation routes amended regularly in line with changing pupil numbers at school during COVID-19 At all times clear information and training has been provided to staff Fire evacuation practices have been completed to ensure new arrangements 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. Fire drills should continue to be held as normal. 		<p>work and will take place again in the new academic year</p> <ul style="list-style-type: none"> Fire drill will take place on Wednesday 16th September 2020 and will be reviewed afterwards, recording results officially 	
Fire evacuation drills - unable to apply social distancing effectively	Medium	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	<ul style="list-style-type: none"> See above 	Low
Fire marshals absent due to self-isolation	Medium	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> All members of the SLT are able to manage and lead fire evacuation procedures Regular practice means staff are confident to deal with a variety of different scenarios All staff have had fire marshall training and therefore can replace absent staff, this will be communicated and shared with all staff where and when necessary 	Low
6.2 Managing premises on reopening after lengthy closure					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
All systems may not be operational	Medium	<ul style="list-style-type: none"> Ensure government guidance is being implemented where appropriate. All systems have been recommissioned where required. Please note: During the summer break, schools must continue to: <ol style="list-style-type: none"> Carry out weekly checks of fire alarm systems, call points and emergency lighting. For kitchen equipment that uses water (for example dishwashers and combination ovens) a full cleaning cycle is required weekly. For drainage systems, check traps have not dried out and ensure water seals are in place. Where toilets are put back into use, ensure the flushing takes place with closed lids and that toilet ventilation systems are fully working. 	Yes	<ul style="list-style-type: none"> Throughout lockdown all risk assessments, health and safety checks (inc. fire and water) have continued as normal and been recorded and checked by Trust Estate's Manager 	Low
Statutory compliance has not been completed due to the availability of contractors during closure	Low	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout a period of closure, chlorination, flushing and certification by a specialist contractor has been arranged. Seek advice from Trust Estates Manager. 	Yes	<ul style="list-style-type: none"> All compliance is up to date and confirmed in record keeping 	Low
6.3 Contractors working on the school site					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	Medium	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. 	Yes	<ul style="list-style-type: none"> Contractors on site have been timetables to arrive when no children on site (internal works) or when children in classrooms for external works 	Low

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Contractors to attend outside of school hours or in periods of school closure where possible. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 		<ul style="list-style-type: none"> Contractors are briefed on arrival at school In line with normal safeguarding procedures, contractors are socially distanced from staff and children 	
7. Finance					
7.1 Costs of the school's response to COVID-19					
The costs of additional measures to address COVID19 and loss of income streams places the school in financial difficulties	High	<ul style="list-style-type: none"> Additional cost pressures or loss of income due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. Trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. An exceptional costs claim has been made for eligible schools. 	Yes	<ul style="list-style-type: none"> Records of additional costs being maintained and recorded following normal practices Best practice finance / procurement procedures in place where possible Benefitting from joint purchasing with Trust 	Medium

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Furloughed staff are returned to the workplace at the appropriate time. Refunds for trips or residentials have been identified and reimbursement(s) received from either the provider or insurance company/RPA. The school's projected financial position has been shared with governors and the trust. Consideration given to resuming lettings where this can be done safely and in line with government advice. Any letting that resumes must not jeopardise infection control and the hirer/participants must meet required procedures. A separate risk assessment should be completed in conjunction with each hirer. 		<ul style="list-style-type: none"> No furloughed staff Year 6 leavers' – Parent Pay refunds being made – further conversations needed with Parent Pay to complete this as Parent Pay have had inhouse issues with this. School business manager has been following this up Has been a loss of income from lettings and Nursery Lettings have been communicated with and due to the nature of the lettings (sports related) they are not yet in the position to begin – this is to be reviewed inline with government guidelines and alongside school's expectations Numbers for after school club and breakfast club have picked up after the first week and being monitored for cost 	
8. Governance					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/who responsible/comments	Residual risk rating (H/M/L)
8.1 Oversight of the Board of Directors					
Lack of governance oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	Medium	<ul style="list-style-type: none"> The Board of Directors continues to meet regularly via online platforms and relevant information shared with Chairs of Local Governing Bodies. The CEO report to the Board of Directors includes content and updates on how the schools within the trust are continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Local Governing Board and those governors with designated responsibilities is in place. Minutes of local governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding schools to account for areas of statutory responsibility as delegated by the trust. 	Yes	<ul style="list-style-type: none"> Communication between HT and chair of governors is good Communication between HT and CEO is good Minutes from governor meetings are recorded and circulated to all governors 	Low
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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Tiers of restrictions – primary schools affected at tier 4 only

Tier	School Action
Tier 1	The school remains open as normal following all government guidelines on COVID-19 and remains following the schools operational risk assessment, providing home learning packs for any child who cannot attend school due to isolation, positive testing or another area linked to COVID-19

	PPE for adults and children will remain as stated in the schools operational risk assessment unless guidance changes from the government or the Blue Kite Trust
Tier 2	<p>The school remains open as normal following all government guidelines on COVID-19 and remains following the schools operational risk assessment, providing home learning packs for any child who cannot attend school due to isolation, positive testing or another area linked to COVID-19</p> <p>PPE for adults and children will remain as stated in the schools operational risk assessment unless guidance changes from the government or the Blue Kite Trust</p>
Tier 3	<p>The school remains open as normal following all government guidelines on COVID-19 and remains following the schools operational risk assessment, providing home learning packs for any child who cannot attend school due to isolation, positive testing or another area linked to COVID-19</p> <p>PPE for adults and children will remain as stated in the schools operational risk assessment unless guidance changes from the government or the Blue Kite Trust</p>
Tier 4	<p>The school will remain open full-time to priority groups: vulnerable children (as identified by government guidance at the time) and the children of critical workers. Full-time attendance will be strongly encouraged. All instances of non-attendance of children within these groups will be followed up by the school and, where necessary, the school will work closely with the local authority and social worker (where applicable) to encourage full-time attendance.</p> <p>If guidelines on the definition of critical workers changes, information will be gathered from parents to establish eligibility by email and telephone communication.</p> <p>Staff will be placed onto a rota system that will allow teaching to continue for the groups attending school whilst home learning is also put into place. The rota system that was used during the previous lock down will be used to inform decision making. School leaders will have regard to staff wellbeing and work-life balance to manage the demands of on-site teaching and support for remote education.</p> <p>Home learning will consist of 2 x videos per year group. One video will contain 5 maths lessons and one video will contain 5 literacy lessons. Each year groups will also receive a letter with foundation subject lessons. These will be available to all children on the Monday morning of each week. All videos will be available on YouTube using the school's account.</p> <p>All parent communication will be emailed and placed on the school's website where necessary. Emphasis will be placed on reassuring parents who are reluctant or anxious about attendance at school during local restrictions and provide reassurance about the controls and measures in place to reduce the risk in school.</p>

If any vulnerable children cannot attend school due to the reintroduction of shielding, those affected will receive weekly telephone calls to check on the pupil's wellbeing - this will be recorded and supervision will take place, led by the Trust Inclusion Manager/Lighthouse Team.

For FSM children not attending school, they will receive vouchers or food parcels for the time the school remains at tier 4.

Communications will be made to parents via emails, texts and letters with all relevant information posted on the school website

All other government guidelines will be followed during this time

Although it is likely that those staff members previously considered clinically vulnerable will attend school, the school will address any individual concerns and update individual risk assessments as appropriate.

The school will continue to explain measures to staff and keep them informed of any updates to the operational risk assessment, particularly when moving into tier 4.

The school's governing body and trust board will be kept informed of the situation in line with Public Health England and government guidance.

The operational risk assessment in place during Summer 2020 will be reviewed and reinstated replacing the operational risk assessment full reopening September 2020.